

## Self-Assessment of Compliance – Category One entities

<b>Church Authority:</b>		<b>Date:</b>	
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This self-assessment relates to all activities/entities/ministries governed by the Church Authority which are not covered by the Declaration of Assurance and Compliance for regulated activities.

The information provided in this form will assist ACSL with designing an audit approach for areas which are not subject to existing external accreditation or assurance processes and which will therefore be subject to a full audit by ACSL.

**Section 1: About the Organisation** - requests information about the Church Authority.

**Section 2: Self-Assessment of Compliance** - lists the NCSS Criteria and Indicators and requires a self-assessment of compliance with the Criteria and Indicators as at the current date.

**Section 3: Contact Details**

**NB:** Information provided as part of this Self-Assessment must be accurate and complete and will be verified as part of the Church Authority's scheduled audit. To assist with this process, please attach relevant documents to support your self-assessment.

Should you have any queries in relation to completing this document, please do not hesitate to contact Tania Stegemann, ACSL Director of Risk, Audit & Review on 1300 603 411.

## Section 1: About the Church Authority

Activity Description	
Activities/entities/ministries not covered by the Declaration of Assurance and Compliance and covered by this Self-Assessment	
Location(s) of activities/entities/ministries covered by this Self-Assessment	

## Section 2: Self-Assessment of Compliance

Please provide your self-assessment of compliance against each indicator of the NCSS, including the rating of compliance by placing a tick (✓) in the corresponding box and provide appropriate commentary.

**NB:** Where a specific indicator is not applicable, please provide an explanation.

**NB:** The definitions of the Compliance Assessment ratings are included at the end of this document.

Criteria	Indicator Requirements	Compliance Self-Assessment				Description/Evidence of Compliance	Evidence/Document Attached	Not Applicable
		Not addressed	Initial / Ad hoc	Defined & developed	Managed & measurable			
<b>Standard 1: Committed leadership, governance and culture</b>  <i>Please include details as to how this specific indicator is complied with, including any planned activity in progress or not yet implemented.</i>								
<b>Criteria 1.1</b> The entity publicly commits to child safeguarding and takes a zero-tolerance approach to child abuse	<b>1.1.1</b> The entity has a Child Safeguarding Policy that is approved and endorsed by the Church Authority and/or relevant leadership body and is publicly available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>1.1.2</b> The entity publishes a Child Safeguarding Commitment Statement which is openly displayed and publicly available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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<b>Criteria 1.2</b> A child safeguarding culture is championed and modelled at all levels of the entity from the top down and bottom up	<b>1.2.1</b> The Church Authority and leaders of the entity create and maintain an entity's culture of safeguarding by: <ul style="list-style-type: none"> <li>• promoting child safeguarding regularly; and</li> <li>• emphasising that child-safeguarding is everyone's responsibility; and</li> <li>• actively monitoring safeguarding compliance and risk management.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>1.2.2</b> The entity appoints a Safeguarding Committee at the highest level of leadership to oversee the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>1.2.3</b> The entity appoints and promotes the role of Safeguarding Coordinator(s), with clearly defined responsibilities for safeguarding children at Diocesan, Religious Institute or Ministerial PJP level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>1.2.4</b> Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input on child safeguarding practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 1.3</b> Governance arrangements facilitate implementation of a Child Safeguarding Policy across the entity's activities	<b>1.3.1</b> Governance arrangements are transparent and include safeguarding roles and responsibilities to ensure accountability for safeguarding is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>1.3.2</b> Where the Church Authority's governance includes countries other than Australia, the entity must apply these standards taking into account relevant international declarations and local legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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<b>Criteria 1.4</b> A Code of Conduct provides guidelines for personnel on expected behavioural standards and responsibilities	<b>1.4.1</b> The Code of Conduct explicitly and equally applies to all personnel and provides guidance on appropriate and expected standards of behaviour of personnel towards children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>1.4.2</b> The Code of Conduct is written in accessible language and communicated to personnel, children, families and carers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>1.4.3</b> The Code of Conduct takes into account the needs of all children, paying particular attention to Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds and children with particular vulnerabilities, for example, children who can't live at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 1.5</b> The entity has risk management strategies focusing on preventing, identifying and	<b>1.5.1</b> The entity has a clearly documented child safeguarding risk management plan, as part of its overall risk management strategy, which considers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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mitigating risks to children	actual and potential risks relating to children.							
	<b>1.5.2</b> The entity has appropriate risk management processes in place to assess, evaluate, review and oversee the safeguarding of children participating in, or receiving, ministries off-shore including cultural immersions, pilgrimages, solidarity campaigns and world youth days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>1.5.3</b> Leaders of the entity manage safeguarding risks effectively, through regular identification, monitoring, reporting and review of risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 1.6</b> Personnel understand their obligations on information sharing and record keeping	<b>1.6.1</b> The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<p><b>1.6.2</b> The entity's information sharing and record keeping policies and procedures relating to all aspects of child safeguarding, including incidents and complaints, apply the following requirements:</p> <ul style="list-style-type: none"> <li>complete and accurate records are created and maintained for all incidents, complaints, responses and decisions;</li> <li>records are created at the time of, or as soon as practicable following, an incident, complaint, response or decision;</li> <li>records are titled, organised and filed logically;</li> </ul> <p><b>1.6.2 Cont.</b></p> <ul style="list-style-type: none"> <li>a master copy of each record is formally maintained to ensure duplicate records or multiple copies of the same record are kept to a minimum;</li> <li>records are maintained and disposed of in accordance with legislative and statutory</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>



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	<p>requirements, or after a period of 50 years (refer to Indicator 6.1.7), whichever is longer;</p> <ul style="list-style-type: none"> <li>information and/or records are treated as confidential and records are appropriately secured;</li> <li>sharing or distribution of information and/or records is restricted to nominated personnel and is conducted in accordance with relevant legislative and statutory requirements; and</li> <li>individuals' rights to access, annotate or request an amendment to records about themselves are recognised to the fullest extent.</li> </ul>							

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Standard 2: Children are safe, informed and participate								
<b>Criteria 2.1</b> Children are informed about their rights, including safety, information and participation	<b>2.1.1</b> The entity has age and developmentally appropriate strategies to proactively: <ul style="list-style-type: none"><li>engage with children; and</li><li>seek children’s views; and</li><li>consult children about decisions that affect them; and</li><li>consult children about what makes them feel safe and how this can be recognised and implemented by the entity.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>2.1.2</b> The entity ensures children are made aware of their rights, including their right to be safe from abuse, and are informed whom to contact if they have concerns about their safety or the safety of their peers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 2.2</b> The importance of friendships is recognised and support from peers is encouraged, helping	<b>2.2.1</b> The entity provides children with age and developmentally appropriate information about safe and respectful peer relationships, including through social media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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children feel safe and less isolated								
<b>Criteria 2.3</b> Where relevant to the setting or context, children and families may be offered access to abuse prevention programs and related information that is age appropriate	<b>2.3.1</b> Where relevant, the entity provides children and families with information, access and/or referral to abuse prevention programs, appropriate to the child's age, development, ability and level of understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 2.4</b> Personnel are attuned to signs of harm and facilitate child-friendly ways for children to express their views, participate in decision-making and raise their concerns	<b>2.4.1</b> Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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Standard 3: Partnering with families, carers and communities								
<b>Criteria 3.1</b> Families and carers participate in decisions affecting their child	<b>3.1.1</b> The entity supports and encourages families and carers to take an active role in monitoring children’s safety when participating in activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 3.2</b> The entity engages and openly communicates with families, carers and communities about its child safeguarding approach, and relevant information is accessible	<b>3.2.1</b> The entity promotes open dialogue and provides a range of ways for families, carers and communities to contribute to discussions about its child safeguarding approach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>3.2.2</b> The entity provides families, carers and communities with relevant safeguarding information including contact details of the Safeguarding Committee [refer to Indicator 1.2.2] and/or Safeguarding Co-ordinator(s) [refer to Indicator 1.2.3].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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<b>Criteria 3.3</b> Families, carers and communities have a say in the entity's policies and practices	<b>3.3.1</b> Processes are in place to engage families, carers and communities about their views on policies and practices for keeping children safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 3.4</b> Families, carers and communities are informed about the entity's operations and governance	<b>3.4.1</b> The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 3.5</b> The entity takes a leadership role in raising community awareness of the dignity and rights of all children	<b>3.5.1</b> Appropriate to the context or setting, the entity actively promotes and/or participates in civic engagement activities and/or campaigns which promote whole of community awareness of children's rights and child abuse prevention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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Standard 4: Equity is promoted and diversity is respected								
<b>Criteria 4.1</b> The entity actively anticipates children’s diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable	<b>4.1.1</b> The entity’s Child Safeguarding Policy [refer to Indicator 1.1.1] and practices reflect an understanding, and identification, of diverse circumstances and experiences that increase a child’s vulnerability to abuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>4.1.2</b> The entity’s Complaints Handling Policy [refer to Criterion 6.1] and practices demonstrate an understanding of barriers that prevent children from disclosing abuse and barriers for adults recognising and/or responding to disclosures, and articulates processes that reduce barriers to disclosure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 4.2</b> All children have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand	<b>4.2.1</b> The entity produces child-friendly material in accessible language and formats that promotes inclusion and informs all children of the support and complaints processes available to them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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<b>Criteria 4.3</b> The entity pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and children of diverse sexuality.	<b>4.3.1</b> The entity's Child Safeguarding Policy [refer to Indicator 1.1.1] and practices reflect attitudes and behaviours that respect the human rights of all children and are inclusive and responsive to diverse needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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Standard 5: Robust Human Resource Management								
<b>Criteria 5.1</b> Recruitment, including advertising, interview questions, referee checks and pre-employment screening, emphasises child safeguarding	<b>5.1.1</b> The entity emphasises its commitment to child safeguarding and zero-tolerance approach to child abuse in all aspects of its advertising, screening and recruitment for personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.1.2</b> The entity documents its child safeguarding approach in recruitment and screening procedures and processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.1.3</b> Positions are assessed for the expected level of contact with children and appropriate child safeguarding recruitment procedures are implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.1.4</b> Position descriptions, selection criteria, referee checks and interview questions articulate: <ul style="list-style-type: none"><li>that children are valued and respected; and</li><li>the commitment of the entity to child safeguarding and;</li><li>where appropriate to the role [refer to Indicator 5.1.3], an understanding of children’s</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>



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	developmental needs and culturally safe practices.							
<b>Criteria 5.2</b> Relevant personnel (including all seminarians, clergy and religious) have current working with children checks or equivalent background checks	<b>5.2.1</b> The entity has a policy which is implemented that ensures: <ul style="list-style-type: none"> <li>personnel have a current working with children check as required by legislation prior to working with children; and</li> <li>where a working with children check is not required by legislation, other background checks for personnel are conducted prior to working with children.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.2.2</b> The entity keeps records and monitors the status of working with children checks and/or background checks for all personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 5.3</b> Personnel receive an appropriate induction and are aware of their child safeguarding	<b>5.3.1</b> All personnel participate in a safeguarding induction program, which occurs as soon as possible after commencement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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responsibilities, including reporting obligations	<b>5.3.2</b> All Church Authorities (along with members of their leadership team) who are signatories to a Service Agreement with Catholic Professional Standards Ltd participate in the <b>National Catholic Safeguarding Standards Introductory Session for Leaders</b> within 4 months of commencement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 5.4</b> Ongoing supervision and people management is focused on child safeguarding	<b>5.4.1</b> Support, mentoring, oversight and professional supervision processes for personnel include child safeguarding [refer to Indicator 5.5.3].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.4.2</b> Annual performance reviews for personnel include child safeguarding relevant to their role [refer to Indicator 5.5.4].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>NOTE: Criteria 5.5 to 5.8 apply to Church Authorities and related entities with seminarians, clergy, and those in formation programs with, or members of, religious institutes.</b>								

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<b>Criteria 5.5</b> Robust processes exist for screening candidates before and during seminary and religious formation. Robust processes are implemented for ongoing formation, support and supervision of clergy and religious	<b>5.5.1</b> The Church Authority draws upon broad-ranging professional advice in its decision-making relating to candidates for seminary/formation programs and ordination/profession of vows. This includes a positive duty to disclose to other Church Authorities where an applicant or candidate for seminary/formation programs does not continue through to ordination/profession of vows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.5.2</b> Seminary and initial formation programs have robust screening processes for candidates, including external psychological and psychosexual assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.5.3</b> The entity promotes as normative the participation of all bishops, leaders of religious institutes, clergy and religious in active ministry in no less than six hours of professional/pastoral supervision per year [refer to Indicator 5.4.1 and 5.5.3].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>5.5.4</b> The entity promotes as normative, all clergy and religious in active ministry, for the sake of proper accountability, are offered and access both ongoing professional development and annual performance appraisals [refer to Indicator 5.4.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.5.5</b> All newly ordained clergy and newly professed religious are supported with a suitable mentor for at least 5 years post ordination or final profession.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 5.6</b> Seminary and formation programs for clergy and religious have appropriate curriculum to build the knowledge and skills of candidates to understand and lead child safeguarding initiatives	<b>5.6.1</b> Seminary and initial formation programs have curriculum throughout the formation program which builds candidates' knowledge and skills in a range of areas to support child safeguarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.6.2</b> Seminary and initial formation programs ensure promotion of pastoral responses to victims/survivors of sexual abuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>5.6.3</b> Seminary and initial formation programs are delivered in such a way as to prevent the development and/or reinforcement of clericalist attitudes and behaviours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 5.7</b> Credentialing and movement of seminarians, clergy and religious is appropriately managed	<b>5.7.1</b> The entity implements a system to assess the safeguarding credentials and manage the movement of all seminarians, clergy and religious moving between different seminaries, formation programs and Church jurisdictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 5.8</b> Entities which receive overseas clergy and religious for work in ministry have targeted programs for the screening, induction, professional supervision and development of these individuals.	<b>5.8.1</b> Selection and screening procedures for overseas clergy and religious are targeted, thorough and follow, as far as practicable, the same processes as for Australian personnel. This includes the Australian Church Authority obtaining screening information from the international Church Authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.8.2</b> All overseas clergy and religious participate in a Safeguarding Induction program, documented by the entity, before work with children begins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>5.8.3</b> Overseas clergy and religious are supported with a suitable mentor for at least the first two years of their time in Australia.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>5.8.4</b> The entity promotes as normative the participation of all overseas clergy and religious in active ministry in no less than six hours of professional/pastoral supervision per year [refer to Indicators 5.4.1 and 5.5.3].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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Standard 6: Effective complaints management								
<b>Criteria 6.1</b> The entity has an effective Complaints Handling Policy and procedures which clearly outline the roles and responsibilities, approaches to dealing with different types of complaints, reporting obligations and record keeping requirements.	<b>6.1.1</b> The entity’s policies, procedures and practices ensure that all mandatory reporting obligations are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.1.2</b> There are clear procedures that provide step-by-step guidance on what action to take for different types of complaints, including breaches of Codes of Conduct, disclosures, allegations or concerns of abuse of a child, be they historic or current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.1.3</b> There are clear procedures for identifying and mitigating actual and perceived conflicts of interest in complaint management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.1.4</b> The entity works in cooperation with relevant organisations and seeks specialist advice from statutory child protection services when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>6.1.5</b> Key roles and responsibilities in relation to handling complaints are articulated within the Complaint Handling Policy and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.1.6</b> The Complaint Handling Policy and procedures differentiate, where appropriate, between a child victim and an adult bringing forward a complaint of abuse suffered as a child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.1.7</b> A process is in place to record all child abuse complaints, incidents, allegations, disclosures, concerns and referrals. The system must be secure so that confidential information is stored, protected and retained for 50 years [refer to Indicator 1.6.2].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 6.2</b> The entity has a child-focused complaints handling system that is understood by children,	<b>6.2.1</b> The complaints handling system prioritises the safety and well-being of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>



Criteria	Indicator Requirements	Compliance Self-Assessment				Description/Evidence of Compliance	Evidence/Document Attached	Not Applicable
		Not addressed	Initial / Ad hoc	Defined & developed	Managed & measurable			
families, carers and personnel	<b>6.2.2</b> The Complaints Handling Policy and procedures are made publicly available in a variety of formats, including age and developmentally appropriate for children, enabling complaints processes to be easily understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 6.3</b> Complaints are taken seriously and responded to promptly and thoroughly.	<b>6.3.1</b> The Complaints Handling Policy requires that, upon receiving a complaint of child abuse, an initial risk assessment is conducted to identify and minimise any risk to children. Ongoing risk assessments are required throughout all investigation processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.3.2</b> The Complaints Handling Policy requires that at the completion of the initial risk assessment, where a complaint of child sexual abuse is plausible, and there is a risk that the person may come into contact with children, the person be stood down from their role and/or ministry while the complaint is investigated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>6.3.3</b> The Complaints Handling Policy is aligned, and operates in conjunction, with the entity's documented disciplinary and grievance policies and processes, in such a way that at the completion of the initial risk assessment, a breach or breaches of the Code of Conduct [refer to Criterion 1.4] in relation to inappropriate behaviour towards a child are effectively investigated and managed, and include provisions for personnel to be redeployed, stood down and/or dismissed [having due regard for Indicator 6.5.1].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.3.4</b> Complainants are responded to promptly and kept informed as to the progress of dealing with their complaint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.3.5</b> Support and care are provided to a child who has experienced or is alleging abuse, and other affected parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>6.3.6</b> Appropriate confidentiality is maintained with due regard for the Australian Privacy Principles and relevant legislation in relation to information sharing in the context of child safeguarding [refer to Indicator 1.6.2].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.3.7</b> There are documented policies and processes implemented that empower and support personnel to raise, in good faith, concerns and allegations about unacceptable behaviour towards children by other personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>NOTE: Indicators 6.3.8 and 6.3.9 apply to Church Authorities and related entities with seminarians, clergy and those in formation programs with, or members of, religious institutes.</b>								
	<b>6.3.8</b> Where a complaint related to child sexual abuse against a seminarian, clergy or religious is substantiated on the balance of probabilities, with due respect to the rights of individuals, the Church Authority should remove that individual from ministry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>6.3.9</b> Where a seminarian, clergy or religious is convicted of an offence relating to child sexual abuse, that individual should be permanently removed from ministry. The Church Authority must take practicable steps to prohibit that individual from holding themselves out as being a person with religious authority and should present a case to the relevant dicastery for dismissal from the clerical state and/or dispensation from vows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 6.4</b> The entity has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement	<b>6.4.1</b> The Complaints Handling Policy requires that: <ul style="list-style-type: none"> <li>concerns and complaints of child abuse occurring within the entity be reported to the appropriate statutory authority/ies, regardless of whether the reporting is mandated; and</li> <li>personnel cooperate with law enforcement procedures and directives.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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<b>Criteria 6.5</b> Reporting, privacy and employment law obligations are met	<b>6.5.1</b> The Complaints Handling Policy requires that all relevant reporting, privacy and employment law obligations are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 6.6</b> The Church Authority ensures mechanisms are in place to care for adult complainants	<b>6.6.1</b> The entity offers appropriate pastoral care to adult complainants, which recognises their unique needs. This should include an offer from the Church Authority to meet the complainant in person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>6.6.2</b> The Church Authority facilitates adult complainants' access to appropriately trained personnel whose clearly defined roles are to listen to and represent the pastoral needs of the complainant. This is done in consultation with the complainant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 6.7</b> The Church Authority ensures mechanisms are in place to monitor and support respondents facing allegations	<b>6.7.1</b> The Church Authority has access to appropriately trained personnel - lay, religious or clergy - whose clearly defined roles are to listen to and represent the pastoral needs of the respondent. This is done in consultation with the respondent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Criteria	Indicator Requirements	Compliance Self-Assessment				Description/Evidence of Compliance	Evidence/Document Attached	Not Applicable
		Not addressed	Initial / Ad hoc	Defined & developed	Managed & measurable			
	<b>6.7.2</b> The Church Authority has suitable arrangements in place for the monitoring and support of a respondent, where there is a plausible complaint, until (and if) the Church Authority no longer has responsibility for monitoring the respondent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Criteria	Indicator Requirements	Compliance Self-Assessment				Description/Evidence of Compliance	Evidence/Document Attached	Not Applicable
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Standard 7: Ongoing education and training								
<b>Criteria 7.1</b> Personnel are trained and supported to effectively implement the entity’s child safeguarding policies and procedures	<b>7.1.1</b> The entity provides regular opportunities to educate and train personnel on child safeguarding policies and procedures as a minimum through: <ul style="list-style-type: none"><li>induction [refer to Indicators 5.3.1 and 5.8.2]; and</li><li>refresher safeguarding training (at least every 3 years)</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>7.1.2</b> The entity’s induction and refresher safeguarding training must as a minimum cover: <ul style="list-style-type: none"><li>Code of Conduct [refer to Criterion 1.4]</li><li>safeguarding risk management (refer to Criterion 1.5)</li><li>Child Safeguarding Policy and procedures [refer to Indicator 1.1.1]</li><li>Complaint Handling Policy and procedures [refer to Standard 6]</li><li>reporting obligations [refer to Standard 6]</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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		Not addressed	Initial / Ad hoc	Defined & developed	Managed & measurable			
	<ul style="list-style-type: none"> <li>e-safety training [refer to Standard 8]</li> </ul>							
	<b>7.1.3</b> The entity keeps records of participation to ensure all personnel attend induction and refresher safeguarding training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>7.1.4</b> The entity ensures that personnel who have specific child safeguarding responsibilities, such as those appointed to the role of Safeguarding Co-ordinator and those appointed to the Safeguarding Committee, receive ongoing support and professional development relevant to their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 7.2</b> Personnel receive training to recognise the nature and indicators of child abuse, including harmful behaviours by a child towards another child	<b>7.2.1</b> The entity provides regular training to relevant personnel which equips them with the knowledge to: <ul style="list-style-type: none"> <li>understand the nature and impact of child abuse;</li> <li>understand the nature, factors and impact of institutional abuse;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>



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	<ul style="list-style-type: none"> <li>identify risk factors, such as grooming behaviours; and</li> <li>understand, identify and respond to abusive behaviours by a child towards another child.</li> </ul>							
<b>Criteria 7.3</b> Personnel receive training and information to enable them to respond effectively to child safeguarding risks, concerns, disclosures and allegations of child abuse	<b>7.3.1</b> The entity provides training to equip relevant personnel to appropriately respond to and support those bringing forward concerns, disclosures and allegations of child abuse [refer to Indicator 4.1.2].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>7.3.2</b> The entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures [refer to Indicator 1.6.2].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>7.3.3</b> The entity provides training to ensure personnel are aware of their reporting obligations under State/Territory legislative requirements including: <ul style="list-style-type: none"> <li>reporting criminal behaviour to Police;</li> <li>mandatory reporting to child protection authorities;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<ul style="list-style-type: none"> <li>Reportable Conduct Scheme; and</li> <li>reporting to other regulatory authorities or government departments.</li> </ul>							
<b>Criteria 7.4</b> Personnel receive training and information on how to build culturally safe environments for children	<b>7.4.1</b> The entity provides cultural safety training to equip relevant personnel to create culturally safe environments for Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Criteria	Indicator Requirements	Compliance Self-Assessment				Description/Evidence of Compliance	Evidence/Document Attached	Not Applicable
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Standard 8: Safe physical and online environments								
Criteria 8.1 Personnel identify and mitigate risks in online and physical environments without compromising a child’s right to privacy, access to information, social connections and learning opportunities	8.1.1 The entity’s safeguarding risk management plan [refer to Indicator 1.5.1] addresses physical and online risks including risks arising from child to child and adult to child interactions, and the nature of physical spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	8.1.2 The entity’s policies require the use of safe online applications for children to learn, communicate and seek help.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	8.1.3 Personnel are proactive in identifying and mitigating physical and online risks to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>8.1.4</b> A policy is documented and implemented that ensures where one-to-one interactions between an adult and a child take place, these interactions are conducted in an open or visible space, or within the clear line of sight of another adult. This includes ministries and/or services such as counselling, one-to-one tuition, the sacrament of reconciliation, coaching, spiritual direction and mentoring. Where the sacrament of reconciliation is celebrated using the first form of the Rite of Penance, that is, the Rite for Reconciliation of Individual Penitents, the policy may provide for this to occur in a chapel or other space within a church that is set apart for this purpose, so long as any physical contact between the penitent and the cleric is precluded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 8.2</b> The online environment is used in accordance with the entity's Code of Conduct and	<b>8.2.1</b> Personnel access and use online environments in line with the entity's Code of Conduct and relevant communication protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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safeguarding policies and procedures	<b>8.2.2</b> The entity routinely monitors the online environment, reporting and responding to breaches of its Code of Conduct or safeguarding policies in accordance with the entity's disciplinary, complaints handling or other relevant processes [refer to Indicator 6.3.3].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 8.3</b> Risk management plans [refer to Indicator 1.5.1] consider risks posed by the entity's settings, activities and physical environments	<b>8.3.1</b> The entity assesses and mitigates safeguarding risks in the physical environments under its control and/or management including buildings, structures, open spaces, grounds, homes of religious and clergy, and arrangements for live-in carers/caretakers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>8.3.2</b> Where an entity becomes aware that a person (other than personnel of that entity) attending any of its services or activities (including sacramental and liturgical celebrations) is the subject of a substantiated complaint of child sexual abuse, or has been convicted of an offence relating to child sexual abuse, the entity has in place and implements a process for assessing and managing the risks posed to children by that person's ongoing involvement in the service or activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 8.4</b> Entities that contract facilities and services to and from third parties have procurement policies that ensure safeguarding of children	<b>8.4.1</b> The entity considers the risks posed to children arising from any third parties engaged by the entity and conducts sufficient due diligence to ensure that the third party has appropriate child safeguarding policies and practices in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>8.4.2</b> The entity has conducted sufficient due diligence on all third parties who use the entity's facilities to ensure child safeguarding policies and practices are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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Standard 9: Continuous improvement								
Criteria 9.1 The entity regularly reviews and improves child safeguarding practices	9.1.1 The entity has a clearly documented Safeguarding Implementation Plan which outlines the monitoring and continual improvement of child safeguarding practices. The Child Safeguarding Implementation Plan is regularly reviewed, progress is tracked and actions/strategies updated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	9.1.2 The Church Authority monitors compliance with the National Catholic Safeguarding Standards during systematic visits to parishes, ministries and/or congregational works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	9.1.3 The Safeguarding Committee [refer Indicator 1.2.2] coordinates annual self-audits at a local level (parishes, ministries and/or congregational works).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	<b>9.1.4</b> The entity's Child Safeguarding Policy is subject to regular review – at least every three years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 9.2</b> The entity analyses concerns and complaints to identify causes and systemic failures to inform continuous improvement	<b>9.2.1</b> Processes are in place to analyse individual incidents or complaints relating to child safeguarding practices and/or failures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>9.2.2</b> Processes are in place to identify and analyse systemic issues and/or patterns relating to child safeguarding practices and/or failures, and drive continuous improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 9.3</b> The Church Authority reports on the findings of relevant reviews to personnel, children, families, carers and community	<b>9.3.1</b> The Church Authority promotes to all its stakeholders any audit reports relating to the Church Authority, and related entities, published by Catholic Professional Standards Ltd.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>9.3.2</b> The Church Authority reports on findings of relevant reviews of safeguarding policies, procedures and practices to its stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>



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Standard 10: Policies and procedures support child safety								
<b>Criteria 10.1</b> Policies and procedures address the National Catholic Safeguarding Standards	<b>10.1.1</b> All relevant policies and procedures reference appropriate safeguarding approaches, requirements and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 10.2</b> Policies and procedures are accessible and easy to understand	<b>10.2.1</b> The entity’s policies & procedures relevant to safeguarding [refer to Indicator 10.1.1] are readily available and accessible to personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 10.3</b> Best practice policy models and stakeholder consultation inform the development and review of policies and procedures	<b>10.3.1</b> The entity has processes in place to monitor adherence to policies and procedures relevant to safeguarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>10.3.2</b> The entity has processes in place to develop and review its policies and procedures relevant to safeguarding. These processes include consulting with and incorporating advice from experts, children, families, carers and communities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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<b>Criteria 10.4</b> The Church Authority and leaders champion and model compliance with policies and procedures	<b>10.4.1</b> The Church Authority and leaders promote and enact all policies and procedures relevant to safeguarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<b>Criteria 10.5</b> Personnel understand and implement the policies and procedures	<b>10.5.1</b> The entity encourages regular discussion and feedback from personnel on their understanding and practical implementation of policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

## Section 3: Contact Details

Please provide contact details below of the person submitting the self-assessment on behalf of the Church Authority:

Contact details for person submitting this Self-Assessment	
Name	
Title	
Contact Telephone	
Contact Email	

# Compliance Assessment Scale

The compliance assessment of the entity's performance against each indicator will be determined using a four-point scale, as follows:

	General	Processes	People/Resources
<b>Not Addressed</b>	<ul style="list-style-type: none"> <li>The entity has not addressed the required indicator or is unable to demonstrate that the requirements of the indicator are in place and/or are operating effectively and continuously.</li> </ul>	<ul style="list-style-type: none"> <li>Processes are non-existent.</li> <li>Processes exist however the specific requirements of the indicator have not been addressed.</li> </ul>	<ul style="list-style-type: none"> <li>No resources have been assigned.</li> </ul>
<b>Initial/Ad-Hoc</b>	<ul style="list-style-type: none"> <li>The entity has commenced to address the indicator, however processes are ad-hoc or are applied on a case-by-case basis.</li> </ul>	<ul style="list-style-type: none"> <li>Some relevant processes have been implemented which align with the requirements of the indicator, however they are: <ul style="list-style-type: none"> <li>siloed; and/or</li> <li>undocumented; and/or</li> <li>inconsistent; and/or</li> <li>lack clarity.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Capabilities vary across the entity.</li> <li>Resources are not formally assigned.</li> </ul>
<b>Defined and Developed</b>	<ul style="list-style-type: none"> <li>The entity has addressed the indicator and is in the process of implementing the requirements across the entity.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant processes have been defined and developed, however are yet to be rolled out across the full operations of the entity.</li> </ul>	<ul style="list-style-type: none"> <li>Resources have been assigned and responsibilities defined, however there is no formal training or communication of standard procedures and it is unlikely that deviations will be detected.</li> </ul>
<b>Managed and Measurable</b>	<ul style="list-style-type: none"> <li>The entity has demonstrated that indicator requirements are formally embedded and are operating effectively and continuously.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant processes are integrated and coordinated, including remote operations and activities.</li> </ul>	<ul style="list-style-type: none"> <li>Personnel have been trained to detect and report on deviations or break downs in processes.</li> <li>Resources have been assigned to monitor and address non-compliance.</li> </ul>