NCSS Requirements – Parish/Ministries

Implementing the National Catholic Safeguarding Standards	
Definitions	
N	**"Not Addressed"** - 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.
I	**"Initial/Ad-Hoc"** - the entity has commenced to address the indicator, however processes are ad-hoc or are applied on a case-by-case basis.
D	**"Defined and Developed"** - the entity has addressed the indicator and is in the process of implementing the requirements.
M	**"Managed and Measurable"** - the entity has demonstrated that indicator requirements are formally embedded and are operating effectively and continuously.

				Standard 1 – Committed Leadership, Governance and Culture					
Expected Controls	**Yes**	**No**		**Comments\Evidence**		**Compliance Assessment**			
			Folder			**M**	**D**	**I**	**N**
1) Is the Parish Secretary/Priest aware of the Diocesan Child Safeguarding Policy , Commitment Statement and Code of Conduct?			**Folder name: Standard 1 – Committed Leadership, Governance and Culture** **Document name:** - **4 Safeguarding Minors and Vulnerable Persons Manual** - **4.1 Commitment statement** - **2.2 Code of Ethics** - **2.1 Code of conduct** - **Appendix10 MEA Commitment Statement** - **4.8.4 Protocol use of Alcohol, , Tobacco and Other Drugs** - **4.8.5 Fact Sheet: Use of Alcohol, Tobacco and Other Drugs**	- **Documents made available on Safeguarding drive** - **Printed materials physically available in Parish office** - **Poster (Appendix10 MEA Commitment Statement) displayed**					

2) Is there a process in place to ensure new workers and volunteers have been provided with the Code of Conduct and have read and/or signed it?			**Folder name: Standard 1 – Committed Leadership, Governance and Culture**
			Document name:
			- **1.1 Induction Checklist**
			- **1.2 Induction Checklist New to Australia**
			- **1.3 Induction Checklist volunteers**
			- **1.5 Employee details form (req: WWCC)**
				- **Documents made available on Safeguarding drive**
				- **Printed materials physically available in Parish office**
				- **Part of induction process (employees)**
				  a. **Meeting to discuss role and requirements including WWCC and other checks**
				  b. **Agreement and forms signed and returned**
				  c. **WWCC details noted**
				- **Part of induction process (volunteers)**
				  a. **Meeting and one on one induction or team induction**
				  b. **WWCC details noted**
				  c. **Training provided/included at Clergy and Volunteer Safeguarding Seminars (annual)**					

3) Do Parish personnel know the purpose and the role of the Diocesan Safeguarding Committee?				- **Parish Safeguarding Officers with a safeguarding representatives meeting annually (June 2023)** - **Agenda and minutes from June Diocesan Safeguarding Committee meeting (these meetings are biannually)**					
4) Do Parish personnel know the purpose and the role of the Diocesan Safeguarding Co-ordinator?			**Folder name: Standard 1 – Committed Leadership, Governance and Culture** - **6.1 Complaints Procedure: Safeguarding Children**	- **Role reinforced during Diocesan Safeguarding Committee and Training Seminars** - **Details included in document 6.1 Complaints Procedure: Safeguarding Children**					
5) Does the Parish have their own safeguarding co-ordinator/champion?			**Folder name: Standard 1 – Committed Leadership, Governance and Culture** - **1.8 Volunteer Safeguarding Handbook**	- **Listed on new website currently in development** - **Listed on Parish newsletters** - **Listed as Professional Standards Unit in 1.8 Volunteer Safeguarding Handbook**					

NCSS Requirements – Parish/Ministries

				Standard 1 – Committed Leadership, Governance and Culture					

Expected Controls	Yes	No	Folder	Comments\Evidence	Compliance Assessment			
					M	D	I	N
6) How is the importance of child safety communicated to personnel and volunteers?			**Folder name: Standard 1 – Committed Leadership, Governance and Culture** **Document name:** - **1.1 Induction Checklist** - **1.2 Induction Checklist New to Australia** - **1.3 Induction Checklist volunteers** - **1.5 Employee details form (req: WWCC)**	- **Safeguarding Sunday** - **Clergy and Volunteer Safeguarding Seminars (annual)** - **Online presence; new website currently in development** - **An agenda item when inducting new members to Teen/Fersen groups** - **Provision/distribution of pocket guide** - **Bi-monthly Clergy Conference (minutes available from meetings)**				
7) What process is in place to review safeguarding risks and practices at a Parish level? Are safeguarding risks recorded, monitored and reviewed? Is there a Parish risk register?			**Folder name: Standard 1 – Committed Leadership, Governance and Culture** **Document name:** - **19 Risk Management Policy** - **19.1 Risk Management for Child Safe Standards** - **19.2 Risk Management Worksheet** - **19.3 Parish Risk Control Review Questionnaire**	- **Parish risk registers for recording and monitoring and review of any incidents** - **Risk management policy**				

8) Is there a Parish council and do they discuss safeguarding as a standing agenda item?				- **Parish Council; currently not standard practice, however moving forward Safeguarding is a standard item on the agenda to cover:**
				   a. **General safeguarding policy update**
				   b. **New employee/volunteer induction updates**
				   c. **Safeguarding induction updates**
				   d. **WWCC**
				 -				

9) Does the Parish council keep the Parish community informed about issues relating to the protection of children and how safeguarding risks are managed?				- **Bi-monthly Clergy Conference (minutes available from meetings)** - **Parish Council: currently not standard practice, however moving forward Safeguarding is a standard item on the agenda to cover:** - **Parish level: Updates in the newsletters, FAQ sheet developed on a case by case basis and shared with frontline staff to enable response to any queries**				

				Standard 2 – Children are safe, informed and participate Standard 3 – Partnering with families, carers and communities Standard 4 – Equity is promoted and diversity is respected					

Expected Controls	Yes	No	Folder	Comments/Evidence	Compliance Assessment			
					M	D	I	N
10) Does the Parish engage with children, families and community regarding its safeguarding policies/practices? What information is provided to them? Are children's safeguarding resources available in multiple formats – e.g. audio, visual, cartoon, diagrams, etc			**Folder name: Standard 2 3 4 – Children Families Equity** **Document name:** - **Appendix 6 Poster Children Rights and Responsibilities** - **Appendix 7 Children and Young People Participating in our Maronite Parishes and Communities** - **Children's Safeguarding Pocket guide** - **Appendix 13 MEA See Something Say Something**	- **Current website** - **New and improved website currently in development** - **Children's Safeguarding Pocket guide in circulation and available in soft copy** - **Soft copy of Appendix 6 Poster Children Rights and Responsibilities and Appendix 7 Children and Young People Participating in our Maronite Parishes and Communities provided for electronic sharing** - **Currently newsletters, Parish websites and Parish Apps specify who the Safeguarding Officers are, along with contact details**				

			Standard 2 – Children are safe, informed and participate		
			Standard 3 – Partnering with families, carers and communities		
			Standard 4 – Equity is promoted and diversity is respected		

Expected Controls	Yes	No	Folder	Comments/Evidence	Compliance Assessment M / D / I / N
			- 4.8 Fact Sheet: Behaviours to encourage and Avoid - 4.8.1 Protocol use of Technology and Social Media to Communicate with Children - 4.8.2 Fact Sheet: Use of Technology and Social Media to Communicate with Children - 4.8.3 Cyber Bullying Fact Sheet - 4.13 Photographic Media Consent Form - 4.14 Photography Consent - 4.15 Participation Consent - 10.1 Social Media Policy	- Briefings part of induction for all Fersen and Teens Leaders - Policies and procedures documents shared with Leaders and implemented - Moving Forward; Plan is to combine policies and procedures documents as one document shared with parents/guardians of children participating in Teens or Fersen annually (so there is one document that encompasses all permissions in one) - Moving forward; Teen and Fersen gatherings to include briefings and activities to increase awareness and encouraging *see something/say something* mentality (bi-annually) - In development; Video	
11) Does the Parish engage with non-English speaking children and/or families? Are communication methods appropriate?			**Folder name: Standard 2 3 4 – Children Families Equity** **Document name:** - **Appendix 9 MEA Altar Servers' Vesting Room** - **Appendix 11 MEA Sacristy**	- Community is predominantly English speaking of Lebanese background - New migrants predominantly speak English and Arabic However, posters related to Altar service and Sacristy policies are displayed in English and Arabic - Moving forward; New website currently in development will include additional Arabic translated documents	
12) Does the Parish engage with special needs children, e.g. children with disability and are communication methods appropriate?			**Folder name: Standard 2 3 4 – Children Families Equity** **Document name:** - **4.7.1 Mandatory Reporting Policy** - **4.7.2 Mandatory Reporting Fact Sheet** - **Categories of Abuse Flyer** - **6.3 Children's Safeguarding Recording Form** - **4.1 Commitment Statement**	- Children and adults with special needs are always accompanied by an adult/carer - Teens, Fersen Leaders, volunteers, clergy are encouraged to report all forms of abuse and are provided with materials to help identity and report	
13) How does the Parish communicate that child safety is a shared responsibility? How does the Parish encourage families, carers and communities to communicate, promote dialogue and provide feedback on safeguarding practices?				- Safeguarding Sunday/Safeguarding Week communicated via newsletters/social media/mass slides/Prayers of the Faithful	

				Standard 2 – Children are safe, informed and participate Standard 3 – Partnering with families, carers and communities Standard 4 – Equity is promoted and diversity is respected				
Expected Controls	**Yes**	**No**	**Folder**	**Comments/Evidence**	**M**	**D**	**I**	**N**
14) Does the Parish consider inclusiveness and diversity in its safeguarding activities? How is this demonstrated?				- **Currently all safeguarding activities are directed appropriately to our community based on their requirements and needs**				
15) Does the Parish participate in civic engagement activities and/or campaigns which promote safeguarding awareness?				- **Parish actively engaged in Safeguarding Sunday (prayers/newsletters/social media/parish apps where possible/discussions in weekend groups such as Teens and Fersen)** - **From a Diocesan and Parish level, participation through National Child Protection Week**				

				Standard 5 – Robust Human Resource Management				
Expected Controls	**Yes**	**No**	**Folder**	**Comments/Evidence**	**M**	**D**	**I**	**N**
16) Does the Parish have a volunteer register and is it up to date?				- **Each Parish Ministry has a list of volunteers that participate** - **This list is kept with the Parish Secretary**				
17) Is there a system in place to monitor the expiration of WWCC for Parish personnel and volunteers?				- **The Parish Secretary reviews all WWCC are current and up to date, these are verified annually, lists available for review** - **When WWCC is up for renewal, Parish Secretary emails parish personnel/volunteers to remind them, lists must be verified**				

Expected Controls	Yes	No	Folder	Comments/Evidence	Compliance Assessment M	D	I	N
18) Has the Parish recruited any personnel or volunteers recently? Are positions assessed for the expected level of contact with children?				- **If new personnel or volunteers have recently been recruited, parish needs to show due diligence has been conducted**				
19) Are position descriptions available for staff and volunteers which outlines their safeguarding responsibilities and obligations?			**Folder name: Standard 5 – Robust HR Management** Document name: - **1.8 Volunteer Safeguarding Handbook** - **4.5 Safeguarding Officer Position Description** - **Position description template**	- **Job or role descriptions available and on hand** - **Safeguarding responsibilities and obligations met** - **Position descriptions within relevant documents 1.8 Volunteer Safeguarding Handbook (ref: role of the volunteer) and 4.5 Safeguarding Officer Position Description** - **Each paid position within each parish has a position description based on template provided** - **Working towards; 100% transition to all employment staff and contracts falling under and managed by Maronite Eparchy of Australia**				

20) What is the process if a volunteer/staff member has a negative result or negative change in their WWCC and/or police check?			**Folder name: Standard 5 – Robust HR Management** Document name:
			- **1.8 Volunteer Safeguarding Handbook**
			- **4 Safeguarding Minors and Vulnerable Persons Manual**
			- **6.1 Complaints Procedure: Safeguarding Children**
				- **There is a zero tolerance policy. WWCC is a requirement that is non-negotiable**
				- **Should a negative result or negative change in WWCC and/or police check be returned, the zero tolerance policy requires no further /no involvement in any policies**
				- **Parish Priest advises and ensures they cannot be an active part of committees/ministries/participate as volunteers in any capacity until matter is investigated/resolved:**
				  a. **EMPLOYEES: they are immediately placed on admin leave and stood down from their position until further investigation outcomes are returned [in accordance with their employment contract]**
				  b. **VOLUNTEER: they are asked to step down from positions of appointment and from volunteering at the Parish and further investigation will need to be undertaken to determine the reason why the WWCC is rejected, and if further investigation/risk assessment is required.**
				- **Refer to Appendix F reporting procedures for same process**				

21) Are Parish personnel and/or volunteers subject to supervision and annual review?				- **Parish to provide a reporting/supervision structure of all volunteers, personnel and staff and frequency of reviews if any. If no reviews are required, please state why/why not** - **Parish reports all safeguarding concerns to Parish Safeguarding Officers** - **Employees are reviewed based on the terms of their employment contact by their direct reports**				
22) What is the process to check credentialing requirements for any clergy/religious visiting to the Parish?			**Folder name: Standard 5 – Robust HR Management** Document name: - **24.1 Declaration by Church Authority** - **24.2 Permission to Minister Template Reply**	There are several requirements: Diocesan				

Standard 5 – Robust Human Resource Management								
Expected Controls	**Yes**	**No**	**Folder**	**Comments/Evidence**	*Compliance Assessment*			
					M	**D**	**I**	**N**
				a) A Declaration by Church Authority from the clergy's/religious' Church authority addressed to the Vicar General or the Bishop is required b) Vicar General Permission to Minister or consent c) Protocols book in every sacristy for visiting clergy and religious to sign in and include WWCC and ACMR number (completed books to be returned to the Chancery) Parish d) Protocols book in every sacristy for visiting clergy and religious to sign in and include WWCC and ACMR number (completed books to be returned to the Chancery)				
23) Are there any clergy or religious working in the parish who have come from overseas? What training/induction/mentoring and support requirements are in place for overseas personnel?			Folder name: Standard 5 – Robust HR Management Document name: - 24.1 Declaration by Church Authority - 24.2 Permission to Minister Template Reply - 1.2 Induction Checklist New to Australia -	This is managed at a Chancery level: - A Declaration by Church Authority from the clergy's/religious' Church authority addressed to the Bishop is required - Bishop to grant Permission to Minister or consent - Induction (1.2 Induction Checklist New to Australia) - Mentoring for visiting priests takes place at the Parish Priest level who supports and outlines Parish Procedures and processes - Bi-monthly clergy meetings include update on visiting priest, this includes one on one meetings with the Bishop as required				

Standard 6 – Effective Complaints Management								
Expected Controls	**Yes**	**No**	**Folder**	**Comments/Evidence**	*Compliance Assessment*			
					M	**D**	**I**	**N**
24) How does the Parish inform parishioners and the community of the process to raise concerns/complaints? Are complaint handling processes child-friendly and accessible to children?			Folder name: Standard 6 – Effective Complaints Management Document name: - 4.7.1 Mandatory Reporting Policy - 4.7.2 Mandatory Reporting Fact Sheet - 6 Staff Grievance Policy - 6.1 Complaints Procedure: Safeguarding Children - 6.2 Complaints Register - 6.3 Children's Safeguarding Recording Form - Appendix 12 MEA Kids Code of Conduct	- Parishioners and community informed through newsletter, posters, website, apps where available - If Parish has Fersen, how do leaders inform participants re the procedure to raise concerns/complaints? - How does the Parish make parishioners and community aware of complaint handling processes? And that they are child-friendly and accessible to children?				
25) Is there a standard record keeping template to record any concerns, incidents or complaints? What information is kept?			Folder name: Standard 6 – Effective Complaints Management Document name: - 6.1 Complaints Procedure: Safeguarding Children					

Expected Controls	Yes	No	Standard 6 – Effective Complaints Management		Comments/Evidence	Compliance Assessment			
			Folder			M	D	I	N
			- **6.2 Complaints Register** - **6.3 Children's Safeguarding Recording Form**						
26) Where is the complaint information stored and is it secure?			**Folder name: Standard 6 – Effective Complaints Management** **Document name:** - **4.9 Fact Sheet: Keeping and Sharing Safeguarding Records** - **4.10 Protocol Keeping and Sharing Safeguarding Records** -						
27) What is the process for investigating/dealing with the complaint? Are there clear procedures on how to deal with different complaints, e.g. Breaches of Code of Conduct, disclosures, allegations or concerns? How do the procedures differ between a child bringing forward a complaint and an adult? How are complaints monitored/escalated? How are conflicts of interest (if any) addressed and managed?			**Folder name: Standard 6 – Effective Complaints Management** **Document name:** - **6.1 Complaints Procedure: Safeguarding Children** - **Appendix 7 Children and Young People Participating in our Maronite Parishes and Communities** - **Children's Safeguarding Pocket guide** - **19 Risk Management Policy** - **19.2 Risk Management Worksheet** - **19.3 Parish Risk Control Questionnaire**		- **3 R's: Respond, Record (in an appropriate manner) and Refer (advise the next steps and what that entails)**				
28) What risk assessment is conducted when there is a complaint and/or incident?			**Folder name: Standard 6 – Effective Complaints Management** **Document name:** - **6.1 Complaints Procedure: Safeguarding Children** - **Appendix 7 Children and Young People Participating in our Maronite Parishes and Communities** - **Children's Safeguarding Pocket guide** - **19 Risk Management Policy** - **19.2 Risk Management Worksheet** - **19.3 Parish Risk Control Questionnaire**						
29) What processes are in place for dealing with the police and/or regulatory bodies? Does the Parish Secretary/Priest know and understand the regulations/protocols in this area?			**Folder name: Standard 6 – Effective Complaints Management** **Document name:** - **4.7.1 Mandatory Reporting Policy** - **4.7.2 Mandatory Reporting Fact Sheet**		**Anyone who receives a complaint is a mandatory reporter and they are required to contact the Police, and government regulatory bodies in the State where the complaint is made.** **Parish Priest and/or Safeguarding Officer have the responsibility of liaising with Police as needed.**				

NCSS Requirements – Parish/Ministries

				Standard 7 – Ongoing education and training					
Expected Controls	**Yes**	**No**		**Comments/Evidence**		**Compliance Assessment**			
			Folder		**M**	**D**	**I**	**N**	
30) Does the Diocese require all Church personnel (and new starters) to undertake a safeguarding induction program?			**Folder name: Standard 7 – Ongoing education and training**	- **In terms of new Church Personnel/new starters, there is a safeguarding induction**					
When are they required to complete this program by? What are their working restrictions prior to completing this program (e.g. can they work in activities without children etc?)			**Document name:** - **Volunteer Safeguarding Handbook** - **Safeguarding Workshop Module 1** - **Safeguarding Workshop Module 2** - **Safeguarding Workshop Module 3** - **Engaging Children in Safeguarding Module 4** - **4 Safeguarding Minors and Vulnerable Persons Manual** - **4.11 Protocol: Mandatory Safeguarding and Child Protection Training** - **4.12 Induction Training Record** - **1.8 Volunteer Safeguarding handbook**	**incorporated into their on-boarding process. They are then required to attend the next available Clergy and Volunteer Safeguarding Seminar** - **Annual Clergy and Volunteer Safeguarding Seminars comprising three compulsory modules and a fourth optional** - **Modules are currently being delivered face to face or via Zoom** - **Online delivery is being built in through the new website currently in development**					
31) Are there procedures in place to record who has completed training units or modules and when they participated in this training? Are there processes in place to follow-up where personnel have not done the required training and/or remove them from ministry/rosters until such training is completed?			**Folder name: Standard 7 – Ongoing education and training** **Document name:** - **4.11 Protocol: Mandatory Safeguarding and Child Protection Training** - **4.12 Induction Training Record**	- **Attendees who complete the Clergy and Volunteer Safeguarding Seminar are recorded and this is shared with each relevant Safeguarding Officer** - **The Safeguarding Officer working in collaboration with Parish Secretary, will cross check all Parish personnel against those who have completed the training** - **Any Parish personnel who have not yet completed their training will be requested to step aside (remove them from ministry or roster) until they are compliant** - **This will become a faster process when the training modules become available on the new website (currently in development)** - **Report is made to the Diocesan Safeguarding Committee regarding who has completed**					

				Standard 8 – Safe Physical and Online Environments					
Expected Controls	**Yes**	**No**		**Comments/Evidence**		**Compliance Assessment**			
			Folder		**M**	**D**	**I**	**N**	
32) Has the Parish conducted a child safeguarding risk assessment for each of the Parish activities/ministries?			**Folder name: Standard 8 – Safe Physical and Online Environments** **Document name:** - **19 Risk Management Policy** - **19.1 Risk Management for Child Safe Standards** - **19.2 Risk Management Worksheet** - **19.3 Parish Risk Control Review Questionnaire**	- **Clergy and Safeguarding Officers briefed to implement this procedure** - **Documents and relevant templates provided to all parishes** - **Do you have examples where you have conducted a child safeguarding risk assessment and you can show documentation?**					

Expected Controls	Yes	No	Folder	Comments/Evidence	Compliance Assessment			
			Standard 8 – Safe Physical and Online Environments					
					M	D	I	N

33) Has a risk assessment been conducted for pastoral home visits where children may be present, including a record of any visit and a minimum of two people (where practical) to attend?			Folder name: Standard 8 – Safe Physical and Online Environments
			Document name:
			- **4 Safeguarding Minors and Vulnerable Persons Manual**
				- **Pastoral home visits can include any one of the following, part of their priestly duties:**
				  1) **Eucharistic: administration of Eucharist to vulnerable (for instance elderly, disabled) adults**
				  2) **Last rights: administration of last rights**
				  3) **Prayer:**
				  4) **Home blessing**
				  5) **Counselling**
				- **For the most part, adults are always present**
				- **Two adults per class, two adults taking child to amentinites**
				- **Priests are required to create file notes/diarise home visits**				

34) How is the sacrament of reconciliation performed for children? Consider both school groups (sacramental program) as well as ad-hoc/individual visits by children during weekly confession times.			Deacon Sid to develop policy/one pager	- **If separated by a wall, confessionals are compliant** - **Confessionals that are face to face are conducted with the door open, in a large open space or in a room with clear glass viewing window**				
35) How is the vesting for any children altar servers managed? Are there separate vesting areas for clergy and lay people? If not, how is the safeguarding risk managed?			Folder name: Standard 8 – Safe Physical and Online Environments Document name: - **Appendix 9 MEA Altar Servers' Vesting Room** - **Appendix 11 MEA Sacristy**	- **In every instance, doors remain open and parents vest their children and remain with their children until they are vested and have walked out of the vesting room and lined up to enter church in full public view**				
36) Does the Parish have a policy for the use of social media? How is this monitored and managed?			Folder name: Standard 8 – Safe Physical and Online Environments Document name: - **4.8 Fact Sheet: Behaviours to Encourage and Avoid** - **4.8.2 Fact Sheet: Use of Technology and Social Media to Communicate with Children** - **4.8.3 Cyber Bullying Fact Sheet** - **4.9 Keeping and Sharing Safeguarding Records** - **4.14 Photography Consent** - **4.15 Participation Consent** - **4.13 Photographic Media Consent Form** - **10.1 Social Media Policy** - **10 Usage of Internet and Email Policy**	- **All activities with children under the age of 18 years of age and any vulnerable persons will need to have consent forms signed regularly for all platforms.** - **All signed forms must be kept for 50 Years (as per 4.9 Keeping and Sharing Safeguarding Records)** - **All platforms (specifically chat groups such as Whatsapp) must be monitored for inappropriate use/content/conduct**				
37) Are filters/fire walls installed on Parish computers to ensure that inappropriate web sites cannot be accessed?				- **Parish please confirm with you IT**				

NCSS Requirements – Parish/Ministries

				Standard 8 – Safe Physical and Online Environments				
Expected Controls	**Yes**	**No**	**Folder**	**Comments/Evidence**	**Compliance Assessment**			
					M	**D**	**I**	**N**
38) Are there procedures in place to manage known offenders who may be worshipping in the community? What risk assessment is conducted and are formal agreements put in place?			**Folder name: Standard 8 – Safe Physical and Online Environments** **Document name:** - **19 Risk Management Policy** - **19.1 Risk Management for Child Safe Standards** - **19.2 Risk Management Worksheet** - **19.3 Parish Risk Control Review Questionnaire** - **4.6 Guidelines for Managing High Risk individuals**	- **Yes current procedures are in place (refer to policy 4.6 Guidelines for Managing High Risk individuals)**				
39) Does the Parish Secretary/Priest consider the risks posed to children arising from any third parties engaged by the Parish and what due diligence is conducted to ensure that the third party has appropriate child safeguarding policies and practices?			**Folder name: Standard 8 – Safe Physical and Online Environments** **Document name:** - **1.7 Contractor Visitor Policy and Form**	- **Moving forward all parishes must ensure that third parties (contractors, service and goods providers) coming onto premises have up-to-date WWCC and kept on file**				
40) Does the Parish Secretary/Priest conduct sufficient due diligence on all third parties who use the entity's facilities to ensure child safeguarding policies and practices are in place?				- **As above. This applies to Parish Secretary/Priest but also to Volunteer Ministry Coordinators**				

				Standard 9 – Continuous Improvement				
Expected Controls	**Yes**	**No**	**Folder**	**Comments/Evidence**	**Compliance Assessment**			
					M	**D**	**I**	**N**
41) What processes are in place within the Parish to continually refine their child safeguarding practices? Is there a safeguarding improvement plan at the Parish level?			**Folder name: Standard 9 – Continuous Improvement** **Document name:** - **4.2 Safeguarding Plan**	- **Refer to Safeguarding Improvement Plan**				
42) What process is in place for the Parish to provide feedback to the Diocese on potential changes/improvements to child safeguarding policies and/or practices?			**Folder name: Standard 9 – Continuous Improvement** **Document name:** - **4.2 Safeguarding Plan**	- **As per 41**				
43) Is there a process in place for Parishes to share information or best practices with each other and/or share resources?			**Folder name: Standard 9 – Continuous Improvement** **Document name:** - **4.2 Safeguarding Plan**	- **Parishes share their experience and feedback re Safeguarding processes and requirements at the annual Safeguarding Seminars held by the Eparchy**				

NCSS Requirements – Parish/Ministries

					Standard 10 – Policies and Procedures support Child Safety					
Expected Controls	**Yes**	**No**				**Comments/Evidence**	**Compliance Assessment**			
				Folder			**M**	**D**	**I**	**N**
44) What policies and procedures for child safeguarding apply in this Parish? Are policies and procedures accessible in easy-read formats?			**Folder name: Standard 10 – Policies and Procedures support Child Safety** **Document name:** - **1.0 Table of Contents** - **4.2 Safeguarding Plan** - **4.11 Protocol Mandatory Safeguarding and Child Protection Training** - **6.4 Guidance Document Relevant Government Agencies**		- **Yes, all policies and procedures are printed in hard copy and provided to each parish** - **All policies and procedures, and related documents are also made available via an accessible drive, clearly labelled and identifiable**				
45) How are policies and procedures disseminated to staff and volunteers? Are they easily accessible?			**Folder name: Standard 10 – Policies and Procedures support Child Safety** **Document name:** - **1.0 Table of Contents** - **4.2 Safeguarding Plan** - **4.11 Protocol Mandatory Safeguarding and Child Protection Training** - **6.4 Guidance Document Relevant Government Agencies**		- **As above** - **Parish Priest, Parish Safeguarding Officers and Parish Staff are in regular email communication with Safeguarding team; they are provided with access to and support with policies and procedures materials. They also are required to attend the annual Safeguarding Seminars** - **They are required to brief any new volunteers and staff as part of their induction process** - **New volunteers and staff are required to – in addition to having a current WWCC – attend and complete the 3xcompulsory modules and any additional as they become compulsory**				
46) How are policies and procedures disseminated to children, families, carers and communities?			**Folder name: Standard 10 – Policies and Procedures support Child Safety** **Document name:** - **1.0 Table of Contents** - **4.2 Safeguarding Plan** - **4.11 Protocol Mandatory Safeguarding and Child Protection Training** - **6.4 Guidance Document Relevant Government Agencies**		- **As above**				
47) Are the Parish policies, procedures and practices regularly reviewed and updated, in particular where new ministries are undertaken or Parish activities are expanded?			**Folder name: Standard 10 – Policies and Procedures support Child Safety** **Document name:** - **1.0 Table of Contents** - **4.2 Safeguarding Plan** - **4.11 Protocol Mandatory Safeguarding and Child Protection Training** - **6.4 Guidance Document Relevant Government Agencies**		- **See Safeguarding Plan for Safeguarding Improvement Plan**				