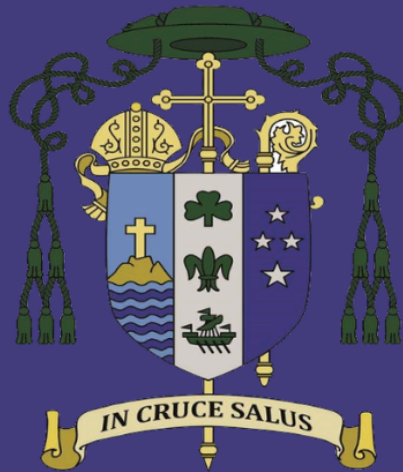


CATHOLIC DIOCESE OF AUCKLAND

# SAFEGUARDING INFORMATION BOOKLET



**A SAFE CHURCH FOR EVERYONE EVERYDAY**

Lisa-May Gray Safeguarding Coordinator 09 3603019 [lisam@cda.org.nz](mailto:lisam@cda.org.nz)

[AUCKLANDCATHOLIC.ORG.NZ/SERVICES/SAFEGUARDING/](https://AUCKLANDCATHOLIC.ORG.NZ/SERVICES/SAFEGUARDING/)



## What is Safeguarding?

The Catholic Church believes that every person has a value and dignity which derives directly from their creation in the image and likeness of God. This implies a duty to value all people and therefore to protect them from harm.

The gospel values of love, dignity and justice as demonstrated by Jesus, remind us that the safeguarding of children and vulnerable adults is an integral part of the life and ministry of the church.

We are all called to create a culture which cherishes, nurtures and safeguards children and vulnerable adults. Developing a safeguarding culture where everything we do will pose the question is this safe for the people of our diocese?

Pope Francis has made it clear he expects the Church, on every level, to implement whatever steps are necessary to ensure the protection of minors and vulnerable adults and to respond to their needs with fairness and mercy.



# CATHOLIC DIOCESE OF AUCKLAND (CDA)

## COMMITMENT

The CDA supports the New Zealand Catholic Bishops Conference (NZCBC) and their response to the Royal Commission with their commitment that says.:

“It is our expectation and requirement that every person working in the Church, paid or voluntary, will adhere to the policies and procedures that have been established to foster a culture of safeguarding and support of survivors.”



**EVERYONE IS**  
*welcome here*

# WHO DOES SAFEGUARDING INCLUDE?\*

## CLERGY, PARISH PASTORAL COUNCIL

To support the development of a safe church safeguarding culture within the parish by:

- Joining safeguarding training.
- Encouraging volunteers to engage in what is expected of volunteers.
- Introducing volunteers to the CDA website where videos and resources are available.
- Using the safeguarding review tool to assess where the parish sits within the safeguarding standards.
- Facilitating a robust volunteer recruitment program.
- Appointing a Parish Safeguarding contact and complaints officer

## PARISH, ENTITY AND APOSTOLATE VOLUNTEERS:

- Participate in training.
- Read and sign code of conduct.
- Consent to Police vetting.
- Check the Catholic Diocese of Auckland (CDA) website under safeguarding for a set of agreements for each of the volunteer roles.
- Stay within the boundaries of their ministry.
- Know what to do if they receive a disclosure of a complaint or concern.

## PARISH AND DIOCESAN STAFF:

- Have an awareness of what safeguarding is and its relevance to their role.
- Read and sign the code of conduct.
- Work within the boundaries of their role description.
- Consent to police vetting if they work with children, youth and vulnerable adults.
- Know what to do if something is not right and what to do if they receive a disclosure. of a complaint or concern.





# SAFEGUARDING LENS 🌟

Building an environment where we all become proactive rather than reactive will assist us in achieving a Safe Church for Everyone Every day.

This can be further enhanced by everyone considering and observing the seven core safeguarding practices in everything they do.

A simple but practical approach. Seeing things through a safeguarding lens.



Stay 🌸  
focused

# CORE SAFEGUARDING PRACTICES ✱

## 1. Two adult rule

No fewer than two adults should be present at all times during any activity, programme or event involving children or vulnerable adults. This is important in terms of drastically reducing the risk of an incident of abuse or harm and decreasing the likelihood of adults being subject to allegations of inappropriate actions.

## 2. Behaviour management

At the outset of any activity, expectations about appropriate and socially acceptable behaviour and taking responsibility for one's own behaviour should be made clear to participating children and vulnerable adults. Managing the behaviour of children and vulnerable adults should always take the form of positive reinforcement wherever possible – i.e. affirming them for positive actions. At all times, adults must ensure that behaviour management is at no time punitive, humiliating or aggressive. Bullying is unacceptable and must be addressed appropriately and without delay.

## 3. Physical contact

Physical contact with children and vulnerable adults should be avoided. In instances where this is required – for example, when managing an injury – a clear explanation of what is occurring and why should occur. Consideration should be given to whether it is necessary to seek permission from a parent/caregiver in relation to the physical contact and any supervision which is required in relation to the physical contact (depending on the nature of the contact).



# CORE SAFEGUARDING PRACTICES ✨

## 4. Transport

*As a general rule, a child or vulnerable adult should only be transported with specific permission from their parent/caregiver. In the event that a child or vulnerable adult needs to be transported, the 'two adult rule' applies. Alternatively, if two adults are not available to provide transport, children may be transported in instances where there will be no fewer than two children in the vehicle at all times. All people travelling in a vehicle must wear seat belts, the driver should be appropriately licensed and the vehicle should be registered, warranted and safe to drive.*

## 5. Changing rooms/toileting

*Children and vulnerable adults should be afforded privacy when using toilets and change rooms. Supervising adults should work to maintain the privacy of the individuals e.g. announcing entry to the room. The 'two adult rule' applies. Those working with children and vulnerable adults through a role with the church entity should not be involved in providing toileting assistance at any time unless they are officially assigned that role with appropriate safeguarding training provided. In most cases, if toileting assistance is required, the child or vulnerable adult's parent/caregiver must be available to do this.*

## 6. Visibility

*Wherever possible, consideration should be given to the visibility of ministry to children and/or vulnerable adults, such as: ensuring doors are left open, that there are glass panels to see into rooms where meetings may occur, that the Sacrament of Reconciliation is offered in a setting which allows visibility, etc.*

## 7. Identification

*A badge, or similar method, identifying a person who is carrying out a ministry should be worn at appropriate times such as when taking Holy Communion to a person in their home. The ministries to which this applies may vary among entities; however, clear communication of a person's role will give reassurance to all those involved.*



# CONTACTS



- CDA Safeguarding Coordinator
- Lisa-May Gray
- 09 360 3019
- Email: [lisam@cda.org.nz](mailto:lisam@cda.org.nz)

- Alison Munro
- Complaints Officer Executive Officer /  
Chancellor for the Bishop's Office
- Phone: 09 360 3003
- Email: [alisonm@cda.org.nz](mailto:alisonm@cda.org.nz)

- National Office for Professional Standards
- 0800 114 622
- Email: [prof.standards@nzcbc.org.nz](mailto:prof.standards@nzcbc.org.nz)





# CONTACTS



- CDA Safeguarding Coordinator
- Lisa-May Gray
- 09 360 3019
- Email: [lisam@cda.org.nz](mailto:lisam@cda.org.nz)

- Alison Munro
- Complaints Officer Executive Officer /  
Chancellor for the Bishop's Office
- Phone: 09 360 3003
- Email: [alisonm@cda.org.nz](mailto:alisonm@cda.org.nz)

- National Office for Professional Standards
- 0800 114 622
- Email: [prof.standards@nzcbc.org.nz](mailto:prof.standards@nzcbc.org.nz)

