

Governance SAFEGUARDING POLICY

Overview:

Kildare Ministries is committed to providing an environment that is caring, nurturing and safe for the children, young people and adults at risk participating in our ministries and all its programs.

Kildare Ministries has adopted Safeguarding Principles, as well as State specific legislation, to assist the organisation provide an environment that is safe for children, young people and vulnerable adults at risk. Kildare Ministries is

committed to safeguarding the spiritual, physical, social and emotional safety and wellbeing of all children, young people and vulnerable adults at risk in our schools and community works, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background.

We oversee the work of several related bodies (**schools and community works**). Each of those entities has its own Safeguarding Policy (however named) that sets out its commitment to championing child safety.

- Brigidine College, Indooroopilly
- Clonard College, Geelong
- Kildare College, Adelaide
- Marian College, Ararat
- Star of the Sea College, Brighton
- Wellsprings for Women, Dandenong
- Brigidine Asylum Seekers Project, Albert Park

Policy	Safeguarding of children, young people and vulnerable adults at risk
Version	Version 2b
Date of Approval	2021
Effective date	3 years
Revised	July 2023
Date for Review	2024 Revised annually
Policy Officer	Executive Director

- Brigidine College, St Ives
- Kilbreda College, Mentone
- Killester College, Springvale
- Marian College, Sunshine West
- St Joseph's College, Echuca
- Saltbush, Balnarring Beach

The Safeguarding Principles are designed to:



- create an environment where the safeguarding and wellbeing of children and adults are the centre of thought, values and actions;
- place emphasis on genuine engagement with and valuing of children;
- create conditions that reduce the likelihood of harm to children, young people and adults;
- create conditions that increase the likelihood of identifying any harm and
- provide a framework for responding to any concerns, disclosures, allegations or suspicions of harm.

Content:

Policy	The purpose of this policy is to set out Kildare Ministries’ approach to implementing a safeguarding culture across all areas of the organisation providing services to children, young people and adults at risk, to ensure the safety and wellbeing of all within our ministries.
Scope	<p>The safety and protection of children, young people and vulnerable adults at risk in Kildare Ministries is the responsibility of everyone involved with the organisation including Trustees, staff of all communities including the Mission and Ministry Team, volunteers, Board Members, clergy and contractors, whether or not they work in direct contact with children, young people or adults at risk.</p> <p>Each person involved in Kildare Ministries work has a duty to know, understand and comply with this policy, to be able to recognise both signs and risks of harm and know how to respond appropriately.</p>
PRINCIPLES	THE PRINCIPLES ARE CLOSELY ALIGNED TO THE NATIONAL CATHOLIC SAFEGUARDING STANDARDS, DESIGNED TO DRIVE CULTURAL CHANGE AND BEHAVIOUR AND PROMOTE ACCOUNTABILITY AND TRANSPARENCY FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS AT RISK.
PRINCIPLE 1	<p>COMMITTED LEADERSHIP, GOVERNANCE AND CULTURE <i>The safeguarding of children, young people and adults at risk is embedded in Kildare Ministries’ leadership, governance and culture.</i></p>
PRINCIPLE 2	<p>CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK ARE SAFE, INFORMED AND PARTICIPATE <i>Children, young people and adults are informed about their rights, participate in decisions affecting them and are taken seriously.</i></p>
PRINCIPLE 3	<p>PARTNERING WITH FAMILIES, CARERS AND COMMUNITIES <i>Families, carers and communities are informed and involved in promoting the safeguarding of children, young people and adults at risk.</i></p>
PRINCIPLE 4	<p>EQUITY IS PROMOTED AND DIVERSITY IS RESPECTED <i>Equity is upheld, and diverse needs respected in policy and practice.</i></p>

<p>PRINCIPLE 5</p>	<p>ROBUST HUMAN RESOURCE MANAGEMENT <i>People working with children, young people and adults are suitable and supported to reflect safeguarding values in practice.</i></p>
<p>PRINCIPLE 6</p>	<p>EFFECTIVE COMPLAINTS MANAGEMENT <i>Processes for raising concerns and responding to complaints are responsive, understood, accessible and used by children, young people, adults, families, carers, communities and personnel.</i></p>
<p>PRINCIPLE 7</p>	<p>ONGOING EDUCATION AND TRAINING <i>Kildare Ministries personnel are equipped with the knowledge, skills and awareness to keep children, young people and adults at risk safe through information, ongoing education and training.</i></p>
<p>PRINCIPLE 8</p>	<p>SAFE PHYSICAL AND ONLINE ENVIRONMENTS <i>Physical and online environments promote safety and contain appropriate safeguards to minimise the opportunity for children, young people and adults at risk to be harmed.</i></p>
<p>PRINCIPLE 9</p>	<p>CONTINUOUS IMPROVEMENT <i>Kildare Ministries regularly review and improve implementation of their systems for keeping children, young people and adults safe.</i></p>
<p>PRINCIPLE 10</p>	<p>POLICIES AND PROCEDURES SUPPORT THE SAFETY OF CHILDREN AND ADULTS <i>Policies and procedures document how Kildare Ministries expects its children, young people and adults at risk to be safe.</i></p>

<p>Procedures</p>	<p>1. Leadership and Oversight</p> <p>1.1 Our commitment to providing a safe environment for children, young people and adults at risk is approved and endorsed at the highest levels of our organisation.</p> <p>1.2 Oversight of the development, implementation and review of this Policy is carried out principally by the Safeguarding committee of the Trustees.</p> <p>1.3 The day-to-day implementation and management of the Policy is the responsibility of the Principals/Manager of each ministry with the advice and support of the Executive Director of Kildare Ministries and the Executive Officer of Kildare Education Ministries, and in accordance with each State’s Legislation</p> <p>2. Empowering Children and Young People</p> <p>2.1 Kildare Ministries encourages a safe, inclusive and supportive environment for children and young people that involves and communicates with children, young people and their parent/carers where relevant.</p> <p>2.2 We ensure that our ministries encourage child and parent/carer involvement, where relevant, and take steps to ensure they understand their rights and responsibilities.</p> <p>3. Empowering Adults at Risk</p> <p>3.1 Kildare Ministries encourages a safe, inclusive and supportive environment for adults at risk that involves and communicates with these adults and their carers where relevant.</p> <p>3.2 We recognise the importance of relationships and social connections for adults at risk and provide them (or their carers where appropriate), information about safe and respectful relationships, including through social media.</p> <p>3.3 We ensure that our ministries encourage involvement of adults at risk (and/or their carers where relevant) and take steps to ensure they understand their rights and responsibilities.</p>
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4. Equity and Diversity

4.1 Kildare Ministries recognises that children of different cultural backgrounds or those with disabilities may require additional care and support.

4.2 Kildare Ministries assures that each of our ministries has strategies in place to allow for the diverse needs of these children and young people to be considered.

5. Recruitment and Selection Practices

5.1 Kildare Ministries and its schools and community works applies best practice standards in the recruitment and screening of staff and volunteers where they may be required to work directly or indirectly with children, ensuring that it engages the most suitable and appropriate people.

5.2 All staff, contractors and volunteers of Kildare Ministries are screened for suitability for working with children and have the appropriate Check (Working with Children or National Criminal Records) for their context, responsibilities, state legislation and local policy. It is mandatory for Mission and Ministry Team members, Board Directors and Trustees of Kildare Ministries to hold a valid National Criminal Records Check.

5.3 Should an adverse finding result from the National Criminal History Record Check, each ministry will implement its own process, in accord with the child safe policy at the local level, to deal with such a finding.

6. Reporting Allegations

6.1 Each Ministry at the local level will have in place its own process for reporting allegations of child abuse in line with its own State regulation and context.

6.2 Anyone with concerns about a child's safety that involves an employee, contractor or volunteer of Kildare Ministries should report to the Principal or Manager of Community Works for action.

6.3 Where the concern raised is an allegation about a Principal or Manager of the Community Work, the report should be made to the Executive Director of Kildare Ministries, through the Chair of the Board.

6.4 Where the concern raised is an allegation about a member of the Mission and Ministry Team, the report should be made to the Executive Director of Kildare Ministries, and where the report refers to the Executive Director to the Co-Chairs of the Trustees. Where the concern raised is an allegation about a Trustee, the report should be made to the Co-Chairs of the Trustees, and where the report refers to the Co-Chairs to the Chair of the Members Council. In such circumstances, the person receiving the complaint will follow the National Response Protocol to respond to concerns or allegations of child abuse. <https://www.acsltd.org.au/services/professional-and-safeguarding-standards/church-protocols/national-response-protocol/>

6.5 All States and Territories make it mandatory for employees and /or heads of institutions to report grooming or abuse and reasonable suspicion of abuse of children and young persons.

6.6 In the event of a child or young person disclosing an incident of abuse to someone they trust; it must be dealt with sensitively and professionally.

7. Education and Training

7.1 All Kildare Ministries Trustees, Board Directors, staff and volunteers receive appropriate induction, during which they are made aware of their child safe responsibilities including reporting obligations.

7.2 Trustees, Board Directors, staff and volunteers are required to understand their roles, responsibilities and behaviour expected in promoting child safety and will comply with the Kildare Ministries Code of Conduct.

8. Prevention

8.1 Kildare Ministries adopts a risk management approach to identify, assess and control risk of harm to children and adults at risk.

8.2 Procedures that are described in this and related documents propose ways to control and/or remove, as much as can be reasonably foreseen, the likelihood of children or young people or adults at risk being abused by those in positions of trust.

	<p>9. Review</p> <p>9.1 A regular audit of the implementation of this Policy by Kildare Ministries is undertaken by the relevant committee and/or a person or organisation duly appointed to do so.</p> <p>9.2 All policies and procedures are reviewed at least once every three years and revised where necessary.</p>
<p>Legislative Compliance</p>	<p>Kildare Ministries acknowledges that there is a range of legislation and policy in place across Australia to ensure the protection of children and young people and adults at risk. Kildare Ministries undertakes to ensure that it maintains compliance with all relevant legislation and policy in Australia including that of individual States and Territories as it applies to Kildare Ministries' operations in those jurisdictions.</p> <p>Child protection legislation</p> <p>Kildare Ministries acknowledges the extensive State and Territory child protection legislation in place in Australia. We will ensure complete compliance with the requirements of the relevant legislation in each State and Territory, including but not limited to the following legislation:</p> <ol style="list-style-type: none"> 1. <i>Child Protection (Working with Children) Act 2012</i> (NSW); 2. <i>The Children and Young Persons (Care and Protections) Act 1988</i> (NSW); 3. <i>Child Protection (Working with Children) Act 2012</i> (NSW); 4. <i>Children, Youth and Families Act 2005</i> (Vic). 5. <i>Worker Screening Act 2020</i> (Vic); 6. <i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld); 7. <i>Child Protection Act 1999</i> (Qld); 8. <i>Children's Protection Act 1993</i> (SA); 9. <i>Child Safety (Prohibited Persons) Act 2016</i> (SA); and 10. <i>South Australian Teachers Registration and Standards Act 2004</i> (SA) <p>We recognise that it is the responsibility of individual Associated Persons at Kildare Ministries to ensure that they have the relevant working with children clearance or registration to legally perform child related work in their relevant jurisdiction. We will take all reasonable steps to ensure that prospective and ongoing Associated Persons have the relevant clearance or registration to perform child-related work. Each employer will maintain a database of all employees and contractors engaging in child-related work to ensure, as far as reasonably practicable, that Kildare Ministries maintains compliance with the relevant State and Territory legislation.</p>

	<p>Human rights legislation</p> <p>Kildare Ministries is aware that the scope of Kildare Ministries operations in Queensland, New South Wales, Victoria and South Australia is in some instances subject to the operation of relevant human rights legislation in those jurisdictions, including but not limited to the following legislation:</p> <ol style="list-style-type: none"> 1. Charter of Human Rights and Responsibilities Act 2006 (<i>Vic</i>); 2. <i>Human Rights Act 2019</i> (Qld); <p>We acknowledge the rights of all children to be protected from harm, and to have their best interests protected and upheld. We undertake to uphold the human rights of children and to ensure that all Kildare Ministries operations that relate to children, young people and adults at risk are carried out in a manner that protects their safety and wellbeing.</p>
<p>Definitions</p>	<p>Associated Person means, without limitation, Trustees, board members, employees, clergy, volunteers, contractors and subcontractors, outworkers, apprentices, interns, trainees, work experience students of Kildare Ministries and any other person engaged by Kildare Ministries who work with or have contact with children, young people and adults at risk.</p> <p>Adult at risk means any person aged 18 years and over who is at increased risk of experiencing abuse, such as people:</p> <ul style="list-style-type: none"> • who are elderly • with a disability • who suffer from mental illness • who have diminished capacity • who have cognitive impairment • who have suffered previous abuse • who are experiencing transient risks • who in receiving a ministry or service are subject to a power imbalance • who identify as Aboriginal and/or Torres Strait Islander • who are from a culturally and linguistically diverse background • who are of diverse sexuality • who have any other impairment or adversity that makes it difficult for them to protect themselves from abuse. <p>https://www.acsltd.org.au/wp-content/uploads/2022/12/National-Catholic-Safeguarding-Standards-Edition-2_FINAL_December2022.pdf</p> <p>Children and Young People or Child and Young Person means any child or young person enrolled as a student at a Kildare Ministries school or supported by a Kildare Ministries community work who is under the age of 18 years.</p>

	<p>Child abuse includes any act committed against a child involving sexual abuse or grooming, or the infliction, on a child, of physical abuse, serious emotional or psychological harm or serious neglect of a child.</p> <p>Child safety encompasses matters related to protecting all Children and Young People from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.</p> <p>Grooming is when a person engages in predatory conduct to prepare a Child or Young Person for sexual abuse at a later time. Grooming can include communication or attempting to befriend or establish a relationship or other emotional connection with the Child or Young Person or their parent or carer.</p> <p>Mandatory reporting is the legal requirement under applicable legislation to protect Children and Young People from harm relating to child abuse. The principal, teachers, medical practitioners and nurses at a school are mandatory reporters under applicable legislation.</p> <p>Neglect includes a failure to provide a Child or Young Person with an adequate standard of nutrition, medical care, clothing, shelter or supervision to the extent that the health and physical development of the Child or Young Person is significantly impaired or placed at serious risk.</p> <p>Physical abuse generally, consists of any non-accidental infliction of physical violence on a Child or Young Person by any adult. It can be inflicted in many ways, including beating, shaking or burning and assault with implements and female genital mutilation.</p> <p>Reasonable belief is when an Associated Person is concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.</p> <p>Ministry environment (schools and community works) means any physical or virtual place made available or authorised by the governing authority for use by a Child or Young Person during or outside normal hours, including:</p> <ol style="list-style-type: none"> a. a campus of the school; b. the property of a community work; c. online environments (including emails and internet systems); d. other locations provided by the school or a community work for a child's or associated persons use (including, without limitation,
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	<p>locations used for school camps, sporting events, excursions, competitions, playgrounds and other events).</p> <p>Sexual abuse is when a person uses power or authority over a Child or Young Person to involve them in sexual activity. It can include a wide range of sexual activity and does not always involve physical contact or force.</p>
<p>Recruitment and selection</p>	<p>We undertake a comprehensive recruitment and screening process for all Kildare Ministries staff. Our recruitment and screening processes aim to:</p> <ol style="list-style-type: none"> 1. Promote and protect the safety of all children, young people and adults at risk under the care of Kildare Ministries; 2. Identify safe and suitable people who share our values and commitment to protecting children, young people and adults at risk; 3. Prevent a person from associating with Kildare Ministries if they pose a risk to children, young people and adults at risk; and <p>Achieve and maintain compliance with the relevant legislative requirements by ensuring that all Associated Persons hold the appropriate registration or clearance for their role under the relevant child protection legislation (as applicable).</p>
<p>Risk management and breaches of this policy</p>	<p>Kildare Ministries and its schools and community works apply best practice standards in the recruitment and screening of staff and volunteers where they may be required to work directly or indirectly with children, ensuring that it engages the most suitable and appropriate people. We are committed to proactively and systematically identifying and assessing risks to children, young people and adults at risk across all our Kildare Ministries environments and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and annually review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise.</p> <p>Kildare Ministries may terminate any relationship with an Associated Person if they breach this Policy, and, as appropriate, may report them to the relevant authorities.</p>
<p>Historical Allegations</p>	<p>Allegations of incidents that occurred prior to the launch of Kildare Ministries in 2014 (or 2017 for ministries in the Presentation Tradition) should be directed as follows:</p> <p>Allegations prior to 2014 for Kildare Ministries schools in the Brigidine Tradition: Claire Pirola: pirola987@gmail.com 0417 235 407 Chair; Safeguarding Reference Group</p>



	<p>for Brigidine Southern Cross Community</p> <p>Allegations prior to 2017 for Kildare Ministries schools and community works in the Presentation Tradition:</p> <p>Helen Carboon pbvm: admin@presvic.org.au 03 95347044</p> <p>Congregational Leader for Presentation Sisters</p>
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Commitment to the Safety of Children and Vulnerable People

Kildare Ministries is committed to providing an environment that is caring, nurturing and safe for children, young people and adults at risk across our organisation.

Our schools and community works facilitate diverse learning programs both formal and informal for children, young people and adults at risk. We take seriously our responsibility to provide an environment that is caring, nurturing and safe.

Kildare Ministries is committed to safeguarding children, young people and adults from violence in all its forms, including emotional, physical, sexual abuse as well as abuse through misuse of digital technology.

This commitment is approved and endorsed by the Trustees for Kildare Ministries.

As part of this commitment, Kildare Ministries has introduced Child Safety Principles and Safeguarding Principles. These Principles, which are in keeping with the National Catholic Safeguarding Standards complement our Code of Conduct. They are designed to:

- Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
- Place emphasis on genuine engagement with and valuing of children, young people and adults at risk;
- Create conditions that reduce the likelihood of harm to children, young people and adults at risk;
- Create conditions that increase the likelihood of identifying any harm;
- Provide a framework for responding to any concerns, disclosures, allegations or suspicions of harm.