



CHILD SAFE OBLIGATIONS FOR CONTRACTORS

Consistent with our child safety focus in the Diocese of Ballarat, it is important to examine the role of contractors who are engaged with parishes, agencies or entities to ensure that all reasonable steps are taken to safeguard children and young people.

Compliance requirements in relation to the Safeguarding Children and Young People Framework will vary depending on:

- the nature and duration of the engagement with the contractor (e.g. emergency situation)
- the likelihood of contact with children and young people
- access to family files and/or financial records.

Across the diocese, contractors may be engaged to provide specific goods and services (e.g. catering, plumbing, children’s activities) that play an important role in the everyday operation of parishes, agencies and entities.

Contractor

A person or organisation other than an employee that undertakes a contract to provide materials and/or to perform a service (e.g. petting zoo operator, children’s entertainer, caterer, electrician, bookkeeper).

The examples below set out the requirements for compliance with the policy for contractors.

| Nature of engagement | Example | Requirements for compliance with the policy |
|---|--|---|
| Contractor called in an emergency situation where there are no children and young people present. | Electrician attends the presbytery to fix a lighting problem. The electrician will be onsite for two hours in the presbytery, with no contact with children or young people. | The contractor is not required to comply with the expectations set out in this Framework because it is an emergency situation, one-off visit and there are no children or young people present. |
| Contractor called in for an emergency situation with likely contact with children and young people. | Electrician attends the presbytery to fix a lighting problem while the children are engaged in sacrament preparation in the front room of the presbytery. The electrician will be onsite for 1 hour. | As this situation is an emergency situation, the contractor is not required to comply with the expectations set out in this Framework. However, because children are present, supervision will need to be provided at all times to ensure the safety of the children attending sacrament preparation. |

| Nature of engagement | Example | Requirements for compliance with the policy |
|--|---|--|
| <p>Contractor who is booked to provide goods or services on a “one-off” basis involving likely contact with children and young people.</p> | <p>A food van contractor has been organised to attend and provide food during the parish fete. The contractor will be onsite all day.</p> | <p>The contractor (and their employees) must:</p> <ul style="list-style-type: none"> ▪ have a current WWCC ▪ be provided with a copy of Safeguarding Children and Young People Policy and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards ▪ be briefed about child safety on site. |
| <p>Contractor engaged on an ongoing basis with no contact with children and young people.</p> | <p>Cleaning contractor attends in the evenings to clean the parish hall.</p> | <p>The “on-going” nature of the engagement with the contractor requires the contractor to comply with this policy. The contractor (and their employees) must:</p> <ul style="list-style-type: none"> ▪ be provided with a copy of Safeguarding Children and Young People Policy to set clear expectations about child safety and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards ▪ have a current WWCC which is linked with the parish, agency or entity ▪ be briefed about child safety on site. |

| Nature of engagement | Example | Requirements for compliance with the policy |
|---|---|--|
| Contractor engaged on an ongoing basis with no likely physical contact with children and young people but with access to family files and/or financial records. | EFG Administration Services has been contracted to provide filing and administration support on a weekly basis. | <p>The contractor is required to comply with this policy. The contractor (and their employees) must:</p> <ul style="list-style-type: none"> ▪ be provided with a copy of Safeguarding Children and Young People Policy to set clear expectations about child safety and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards ▪ have a current WWCC which is linked to the parish, agency or entity ▪ be briefed about privacy and confidentiality of files and records to ensure child safety. |
| Contractor engaged on an ongoing basis with likely contact with children or young people. | A builder and his team is undertaking renovations over a three-month period on a parish building located next to the parish school. | <p>The contractor is required to comply with this Policy. The contractor (and their employees) must:</p> <ul style="list-style-type: none"> ▪ be provided with a copy of Safeguarding Children and Young People Policy and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards ▪ have a current WWCC which is linked to the parish, agency or entity ▪ be briefed about child safety on site. |

IMPLEMENTATION HINT

To promote child safety within the parish, agency or entity, it is helpful to plan ahead and develop a list of contractors (e.g. electricians, plumbers, cleaners) who can be engaged to undertake work within the parish, agency or entity. Making contact with preferred contractors – to provide them with an overview of child



safety requirements and to gather relevant child safety information e.g. Working with Children Checks – can be help in streamlining the process when a contractor is required.

The sample **TEMPLATE: Contractor Register** is a helpful tool for recording relevant information in relation to compliance with child safety requirements.

Please do not hesitate to contact the Professional Standards Coordinator for support and advice in relation to the application of the Safeguarding Children and Young People Framework to contractors working in parishes, agencies and entities:

The Catholic Diocese of Ballarat gratefully acknowledges the assistance of the Archdiocese of Melbourne in the preparation of this document.

Contractor register: Sample

This form is to be completed prior to the commencement of the contractor(s) with a parish, agency or entity.

| | | |
|---|---|--------------------------|
| Business contact | Name: Address: | Phone: Email: |
| Business | Name: | ABN/ACN: |
| Manager or supervisor (if applicable) | Name: | Phone: |
| Employee(s) working on site (if applicable) | Name: | Phone: |
| | Name: | Phone: |
| | Name: | Phone: |
| | Name: | Phone: |
| | Name: | Phone: |
| Purpose of engagement | | |
| Nature of engagement | <input type="checkbox"/> One-off (e.g. emergency) | Date: |
| | <input type="checkbox"/> Short-term appointment | Start date: End date: |
| | <input type="checkbox"/> Ongoing | Start date: End date: |
| | <input type="checkbox"/> Other | Details: |

| | | |
|---|--|--|
| <p>Is the contractor likely to have contact with children and young people?</p> | <p>■ No – please explain:</p> | <p>■ Yes –</p> <ul style="list-style-type: none"> ■ Supervision will be provided when the contractor is on site. ■ Contractor has been provided with a copy of the CAM Safeguarding Children and Young People Policy. ■ Contractor(s) and their employees have current Working with Children Checks (WWCC). <p>Contractor (and employee) WWCC or application receipt number:</p> <p>Contractor 1 :</p> <p>WWCC number:.....</p> <p>Expiry date:.....</p> <p>Contractor 2:.....</p> <p>WWCC number:.....</p> <p>Expiry date:.....</p> <p>Employee 1:</p> <p>WWCC number:.....</p> <p>Expiry date:.....</p> <p>Employee 2:</p> <p>WWCC number:.....</p> <p>Expiry date:.....</p> <p>Employee 3:</p> <p>WWCC number:.....</p> <p>Expiry date:.....</p> |
| <p>Does the business have a child safety policy consistent with the requirements of the Victorian Child Safe Standards?</p> | <p>■ No – please record what steps will be taken to ensure the contractor is able to work onsite in manner the safeguards children and young people e.g. supervision, limited access arrangements, Working with Children Checks.</p> | <p>■ Yes – copy of child safety policy attached.</p> |
| <p>Information entered by</p> | <p>Name:</p> | <p>Date:</p> |
| <p>Authorised by</p> | <p>Name:</p> | <p>Date:</p> |