



INFORMATION SHEET

CHILD SAFETY INDUCTION

Induction is the first step in formally introducing the 'new' person to the culture, policy and processes in relation to child safety within the Catholic Diocese of Ballarat.

Parishes, agencies and entities strive to ensure that induction processes are in place for all clergy, employees and volunteers to:

- familiarise the person with the requirements of their role
- communicate the commitment to the safety of all children and young people and engender a shared responsibility to safeguard children and young people
- communicate expectations about appropriate behaviour regarding contact with children and young people through the Safeguarding Children, Young People and Vulnerable Adults Code Of Conduct
- raise awareness of the Children, Young People and Vulnerable Adults Safety Policy and parish, entity or agency processes and procedures and that are in place to safeguard children and young people from harm
- undertake training with regard to child safety and safeguarding risk management
- equip them to respond and take action to report concerns, reports and allegations of child abuse and neglect

A standardised and documented induction process is important in ensuring a consistent approach in relation to new personnel. An induction checklist incorporating child safety and other relevant elements of engagement and employment with a parish, agency or entity ensures the 'new' person is equipped to undertake their role.

An induction checklist which is endorsed by the immediate supervisor and the 'new' person should be retained in an employee or volunteer's file to demonstrate that they have participated in an induction process addressing child safety.

Parishes, entities and agencies may approach induction related to child safety in a number of ways. Some suggested induction activities include:

- Introduce the inductee to key people within the organisation who can talk about procedures and processes in place to keep children and young people safe (e.g. parish priest, members of the Safeguarding Committee, program coordinators).
- Introduce and discuss the Children, Young People and Vulnerable Adults Safety Policy.
- Provide copies of *Integrity in the service of the Church* (or for clergy, *Integrity in ministry*) to create a shared understanding of expectations with regard to ethical behaviour for those ministering, working or volunteer within the diocese.
- Have the inductee read and endorse the Safeguarding Children, Young People and Vulnerable Adults Code Of Conduct
- Review and discuss the role description with the inductee in order to outline expectations and role boundaries.
- Conduct a site briefing to acquaint the inductee with the venue, access arrangements, and emergency and evacuation information.
- Enable children and young people within a parish, agency or entity to participate in induction activities to assist the inductee to understand the requirements of the role and what is most important to the participating children and young people.



- Create a buddy system with the inductee shadowing an experienced person within the parish, agency and entity.
- Put together an information pack with relevant information for 'new' employees or volunteers.
- Develop an induction presentation incorporating child safety and related elements.
- Provide child safety training.

IMPLEMENTATION HINT

Whilst child safety is a central component of induction across the Archdiocese, it is useful to integrate the following documents into the induction process, to ensure that clergy, employees and volunteers understand their broader obligations in relation to their role.

- *Integrity in ministry: A document of principles and standards for Catholic clergy & religious in Australia (NCPS 2004)*
- *Integrity in the service of the church: A resource document of principles and standards for lay workers in the Catholic Church in Australia (NCPS 2011)*

USEFUL RESOURCES

National Committee for Professional Standards 2004, *Integrity in ministry: A document of principles and standards for Catholic clergy & religious in Australia*. www.catholic.org.au/documents/1344-integrity-in-ministry-2010-1/file

National Committee for Professional Standards 2011, *Integrity in the service of the Church: A resource document of principles and standards for lay workers in the Catholic Church of Australia*. www.catholic.org.au/documents/1345-integrity-in-service-of-the-church-1/file

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