



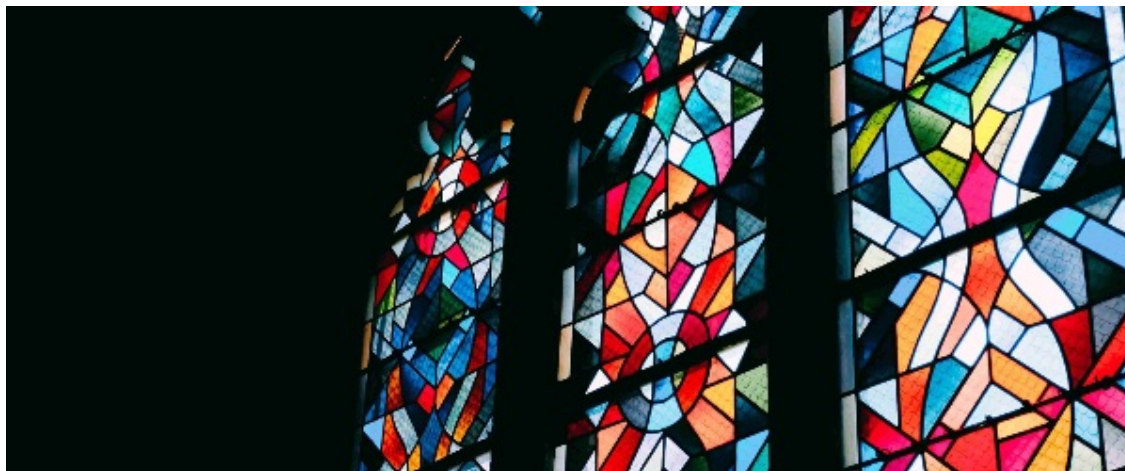
CATHOLIC ARCHDIOCESE
OF MELBOURNE

Welcome to Safeguarding ALIVE!

Dear friends

In this edition of *Safeguarding ALIVE*:

- we welcome and farewell some PSU team members
- you will find information and answers to questions about the recently launched Safeguarding Essentials online training module
- we provide you with information and resources to help you celebrate Children's Week (22 October – 30 October 2022)
- we outline the process for the Self-Assessment Tool progress review meetings for 2022.



PSU team changes

The PSU is farewelling Loretta Hoban, Policy Advisor and National Redress Scheme Coordinator.

Since joining the PSU, Loretta has been a driving force on many projects, including the launch of the Safeguarding Essentials online training, establishing the Safeguarding Parish Reference Group and facilitating Aboriginal cultural safety training. The passion and commitment she has demonstrated in overseeing the National Redress Scheme applications and cases have also been invaluable.

We sincerely wish Loretta all the very best as she embarks on a new role with an international care agency in the Lao People's Democratic Republic in South East Asia.

The PSU would also like to welcome our new Administrative Assistant, Emily Webster, who comes to us from a background in local government, non-profit organisations and community services. With skills in business administration, Emily has also recently completed studies in anthropology. We are thrilled to have Emily join the PSU team.



Safeguarding Essentials online training is now live!

The *Safeguarding Essentials* online training module for all CAM clergy and volunteers is now live!

Safeguarding Essentials is a 30-minute online training module for all clergy and volunteers within the Catholic Archdiocese of Melbourne. Employees will soon be able to access the training module on Employment Hero.

This accessible and engaging resource provides clergy and volunteers with foundational knowledge in relation to safeguarding children, young people and vulnerable persons from abuse and harm.

This will be:

- an annual requirement for everyone
- possible to complete individually online.

At the completion of the training:

- participants will receive a certificate of completion accessible via the training module dashboard
- participants will receive email notification that the module has been completed successfully
- parishes will receive a report each quarter from the PSU listing those who have registered for the training and those who have completed the training. It is the responsibility of the parish to follow this up with their volunteers and clergy.

How to access the training

To access the online training go to: www.safeguarding.melbournecatholic.org

To login, each volunteer or clergy member will need:

- their unique Working with Children Check ID
- an email address.

To register, **clergy** will need to select '**Archdiocese of Melbourne**' from the dropdown menu as their Primary Organisation of Service.

To register, **volunteers** will need to select their **parish** from the dropdown menu as their Primary Organisation of Service.

Hosting group training sessions

For those parishes who would like to host a group session, one Working with Children Check ID is necessary to log in, and the person with that ID will receive the certificate of completion.

For the group sessions, parishes are advised to record those in attendance and set an annual reminder for completion. They may also issue certificates of completion.

FAQs

Q: When I click on the URL provided to access the online training, I cannot see the Working with Children Check (WWCC) ID box where I am to sign in. How do I locate this?

A: It is likely the internet browser you are using is not up to date. You will need to download another browser (Google Chrome, Microsoft Edge, Safari or Firefox).

Q: I want to better understand what my WWCC ID will be used for and how my privacy will be protected?

A: The WWCC ID is used to record who has registered and successfully completed the training. As explained on the registration page for the module, participants' privacy is protected in accordance with the [CAM Privacy Policy](#). If you are experiencing technical difficulties, please contact the Professional Standards Unit at psu@cam.org.au and if required, we will liaise with the IT help desk on your behalf. For all other general enquiries about the Safeguarding Essentials training module, please contact your parish and speak to a representative from the safeguarding committee.

Q: I'm having difficulties accessing the online training module. What should I do?

A: If you are having difficulties accessing the online training module, you should try to resolve the issue within your parish. But if you continue to experience difficulties, you should log a job with the IT help desk at: service.desk@cam.org.au.

Q: We are using the new PACEM system at our parish. How can I verify if any volunteers have completed the training?

A: There are two ways to do this:

1. on the WWCC section of the individual contact record in PACEM, select the 'Completed CAM Safeguarding Training' check box.
2. use a report called 'WWCC' in the 'Contacts Reports' folder in PACEM. This report lists all members of parish groups who are currently active and have a WWCC. There are check boxes that will show if the CAM Safeguarding

Training has been completed. This report can also be exported into Excel, if needed.

Q: I can't access my certificate of completion. What can I do?

A: After successfully completing the training module, a certificate of completion will be emailed to you. This certificate will also be accessible via the training module dashboard. To obtain the certificate via the dashboard, simply close the training window, which will have opened in a new browser tab when you commenced the module. You will then be returned to the original browser tab. Once you are back in your main training dashboard, click on the 'Home' menu and the blue print icon.



Reconnect, review, refocus: Self-Assessment Tool Meetings for parishes 2022

After what has been another challenging year for us all, the Professional Standards Unit (PSU) would firstly like to acknowledge the considerable effort and commitment shown by parishes to continue implementing child safety policies and processes.

Since November 2019, the Parish and Entity Child Safety Assessment Tool (herein referred to as 'the Self-Assessment Tool') has allowed parishes to assess and monitor their safeguarding efforts in relation to the requirements of the Safeguarding Children and Young People Framework, consistent with the requirements of the Victorian Child Safe Standards and the National Catholic Safeguarding Standards.

As the end of the year draws near, we encourage you to reconnect with your regional safeguarding officer to organise a ‘progress review meeting’ to discuss the Self-Assessment Tool.

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We’ve heard your feedback

We continue to consult with the Parish Reference Group to review and improve the Self-Assessment Tool in response to the feedback we have received. We will also rely on guidance materials and updates from the Commission for Children and Young People (CCYP) to support this process. Parishes are encouraged to continue using the existing [Parish and Entity Child Safety Assessment Tool](#), along with the additional [Self-Assessment Tool for Victorian Child Safe Standard 1](#).

What is the process for the 2022 progress review meetings?

The process for progress review meetings in 2022—for parishes to discuss the Self-Assessment Tool with their regional PSU safeguarding officer—is outlined below.



1. RECONNECT

Parishes are encouraged to reconnect with Safeguarding Officers anytime from **1 October 2022 into early 2023** for a safeguarding progress review meeting.



2. REVIEW

Before the progress review meeting, parishes are invited to share the parish's Self-Assessment Tool in its **current format** with Safeguarding Officers.



3. REFOCUS

During the meeting, Safeguarding Officers will provide support and guidance to the parish in relation to progressing their implementation of the safeguarding framework.

Safeguarding Officers will assist in identifying the gaps with the parish and work together with them to draft a realistic, supportive action plan.

This progress review meeting is **NOT** an audit from the PSU, but rather an opportunity to share and discuss progress made and to set goals for the parish.

Please remember, when answering the questions within the Self-Assessment Tool, we encourage you to consider examples that demonstrate how a specific indicator

has been met. This may include a statement about what has been implemented within your parish, including policies, procedures, documents and activities (including those planned and in progress).

A parish's supporting evidence might include, but is not limited to:

- documents (e.g. Safeguarding Children and Young People Policy, Code of Conduct, newsletters)
- procedures (e.g. recruitment processes for volunteers, screening processes such as a Working with Children Check)
- examples of how feedback is sought and obtained from volunteers, families and children
- samples of templates (e.g. permission forms, role descriptions, volunteer registration forms)
- meeting minutes (e.g. Safeguarding Committee meeting minutes)
- risk assessments (e.g. an example of a risk assessment that has been undertaken)
- photographs (e.g. photos of a noticeboard with safeguarding posters).

A list of frequently asked questions (FAQ) about the Self-Assessment Tool can be found [here](#).



Parish in focus

Children's Week: 22 October – 30 October 2022

[Children's Week](#), from Saturday 22 October to Sunday 30 October 2022, is a national celebration that recognises the talents, skills, achievements and rights of children, and presents an opportunity to reflect on how social factors affect the lives and future of our children.

The theme this year is: **'You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you'**, drawn from Article 27 of the United Nations Convention on the Rights of the Child.

To access resources for Children's Week, click [here](#).

To celebrate Children's Week, the PSU will be hosting a 90-minute interactive workshop, 'Handling Disclosures of Abuse', on Thursday 20 October. Due to popular demand, this session has already sold out, but if you would like to be put on a waiting list for future sessions of this workshop, please email the PSU at psu@cam.org.au.



We want to hear from you

Tell us what future training topics you would be interested in and what safeguarding resources would be of benefit to your parish and team.

Take our quick [survey here](#).

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Get in touch with the PSU team

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*The Archdiocese is committed to the safety, wellbeing and human dignity
of children, young people and adults.*

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