

SAFE CHURCH

**LOCAL
SAFEGUARDING
REPRESENTATIVE
HANDBOOK**



SAFEGUARDING



CATHOLIC DIOCESE OF CHRISTCHURCH

LOCAL SAFEGUARDING REPRESENTATIVE HANDBOOK (LSR)

This guide is intended to help Local Safeguarding Representatives to carry out their role within their respective community.

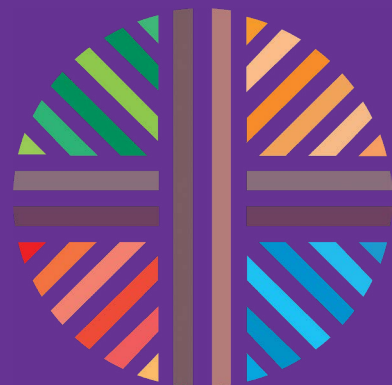
SAFEGUARDING CONTACTS

Diocesan Safeguarding Officer

Clodagh Ward: cward@cdoc.nz
03 366 9869 / 022 012 4142

Diocesan Complaints Officer

Simon Thompson: sthompson@cdoc.nz
03 366 9869 / 022 106 8359



CATHOLIC DIOCESE OF CHRISTCHURCH



SAFE CHURCH SAFEGUARDING

What you are about to read is a short guide to the work of the Local Safeguarding Representative. I highly recommend this guide and in doing so it gives me opportunity to acknowledge the work that is being done by the Local Safeguarding Representatives throughout the diocese to make sure that children, young people, volunteers, and vulnerable adults who are involved in Church activities in our Catholic parishes and communities are being looked after well and protected from any form of ill treatment and abuse.

Bringing the message of Jesus into the lives of all those who worship is central to the Church's mission. It is the responsibility of all of us to ensure that a culture of safeguarding is visible and across all ministries of the Church.

This is such an important area, and I am very grateful to those of you who have assumed this crucial role on behalf of the Catholic Church of the Christchurch Diocese.

A handwritten signature in black ink that reads '+ Michael Gielen'.

+ Michael Gielen

CATHOLIC BISHOP OF CHRISTCHURCH

INTRODUCTION

This guide is intended to help Local Safeguarding Representatives to carry out their role within their respective community. It is designed to ensure that best practice is employed when it comes to creating a safe environment for all children, young people, and vulnerable adults as well as all those who volunteer, minister, and worship. The Local Safeguarding Representative plays a crucial role in ensuring that everyone is fully aware of the Church Safeguarding Policies and Procedures.

APPOINTMENT

The Local Safeguarding Representative (LSR) is appointed and reports to the person who oversees the faith community. This may be the parish priest, community leader, a manager or another delegate. The LSR cannot operate effectively if working alone and in isolation from other members of the team, collaboration is key. It must be done so in a positive and constructive manner so that the safeguarding of children and vulnerable adults flourishes and grows.

REQUIREMENTS

Prior to taking up their new appointment, the LSR must:

- Have Police Vet Clearance.
- Undertake safeguarding training by attending a safeguarding workshop.
- Sign a Code of Conduct.
- Sign a Volunteer Agreement.

They also should:

- Have good communication skills.
- Make themselves available to attend the required community meetings.
- Attend such further safeguarding training as required.

ROLE

The Local Safeguarding Representative is required to:

- Raise awareness of what safeguarding entails at parish level.
- Offer information and support on safeguarding matters to individuals and groups involved with children and vulnerable adults in the parish or community.
- Support all those working in the faith community to understand their responsibilities in relation to child and vulnerable adult safeguarding.
- Support and promote safeguarding practices in church activities so that they are provided in a way that ensures that all children and adults are protected from abuse.
- Ensure that the contact details of the relevant diocesan safeguarding personnel are widely publicised.

- Work closely with the faith community administrator who is responsible for record management and records disposal regarding the volunteer register for safeguarding compliance.

Raising awareness of what safeguarding is includes:

- Ensuring information about safeguarding is a regular item in parish newsletters and websites.
- Alerting church personnel to safeguarding training events.
- Attending church meetings as required.
- Reporting to the delegated authorities any concerns that may arise.
- Ensuring outside groups who book/hire church venues who do not have evidence of their own adequate up to date Safeguarding Policy, confirm that they adopt the Church's National Safeguarding Policy and Guidelines.

Offering information and advice to individuals and groups involves:

- Ensuring that such individuals and groups know how the LSR can be contacted. Personal email addresses and mobile numbers of the LSR must not be used. Faith Community is to generate an email address for the LSR which is aligned with the faith community.
- Ensuring that all working in the faith community understand their safeguarding responsibilities includes:
 - Ensuring that parish personnel understand what training they are required to undertake - safeguarding workshop or SCCANZ, depending on their role in the Church.
 - Liaising with the Diocesan Safeguarding Officer to ensure that adequate training opportunities are provided.
 - Keeping a record of those who have attended training and the type of training provided.
- To support and promote safeguarding practices in church activities are provided in a way that ensures that all children, vulnerable adults, and volunteers, are protected from abuse

includes:

- Liaising with the leaders of the activity.
- Implementing safeguarding practices that ensure proper levels of supervision are always in place.
- Ensuring adequate records are maintained.

Ensuring that the contact details of the relevant safeguarding concerns and complaints contacts are widely publicised involves ensuring they are placed at:

- Notice boards.
- Halls and venues or any parish or community property.
- Newsletters.
- Websites.
- Social media platforms.

USEFUL INFORMATION

The Catholic Church has adopted the **National Safeguarding Guidelines**, for all who are involved in ministry with children, young people and adults who are vulnerable. This includes volunteers, regardless of ministry or role.

Safe Recruitment includes "verifying identity e.g. by using photo based documents; police vetting; conducting thorough reference checks; asking direct questions about issues which may suggest unsuitability for working with children or adults who are vulnerable.

Church Volunteer Recruitment:

Existing Volunteers:

- Must attend the one and a half hour Safeguarding Workshop refresher every three years.
- Must sign a Code of Conduct.
- Must sign a Volunteer Agreement.
- Anyone who volunteers for a role/ministry that has direct and regular involvement with children and young people (0-18 years), and / or vulnerable adults are required to complete a 'New Zealand Police Vetting Service Consent to Disclosure' form and provide the required confirmation

of identity documentation before commencing the role / ministry. This is required to be completed every three years. The Catholic Diocese of Christchurch is an approved agency and will be submitting the police vetting forms on behalf of Catholic entities within the diocese.

- If a volunteer is police vetted through another organisation, they are still required to be police vetted by the diocese as the approved agency. A current vet from another agency will not be accepted, as the Police Vetting Service cannot guarantee the integrity of the information being passed on and data sharing is not permitted.

New Volunteers:

- The applicant will complete the "Confidential Application Form, Adult Volunteer"
- The person who oversees the faith community, this may be the parish priest or community leader, a coordinator or leader of a group of the voluntary role applied for, or another delegate, will meet the individual for an initial discussion regarding the role, follow up with background reference checking, and a police vet check if the role requires vetting. A written record of all verbal references is held on file. Further formation training will be provided to the new volunteer. This formation varies depending on the role.
- The community will submit the completed Police Vet Request and Consent Form to the diocesan police vetting administrator. This must be renewed every three years. It is the responsibility of the community to have a robust record management system in place which includes dates for vetting renewals.

Once recruited:

The applicant volunteer will be introduced to the person in the community who is their leader or the organiser of the group. Read, understand and sign the Church Code of Conduct and Volunteer Agreement. Complete a Police Vet and Consent form if the ministry

requires it. Watch the short induction video regarding safeguarding and attend a Safeguarding Workshop at the next available opportunity. (cdocsafeguarding.nz)

The applicant volunteer is to attend the Safeguarding Workshop every three years.

The faith community is responsible for all record management related to the applicants name, role and contact details into the volunteer register. Information will be held in accordance with the Privacy Act.

Existing Volunteers with a specific role with children or vulnerable adults:

- Must be police vetted - renewable every three years.
- Must attend a safeguarding workshop every three years.
- Must have their name, role and contact details entered into a Volunteer Register.

POLICE VETTING INFORMATION

As part of the Catholic Diocese of Christchurch's commitment to implement the "**Guidelines for the Prevention of and Response to Sexual Abuse in the Catholic Church in Aotearoa New Zealand**", Police Vetting is a requirement for all those who are involved in all voluntary ministries with children, young people, and vulnerable adults. Anyone who volunteers for a role / ministry that has direct and regular involvement with children and young people (0-18 years), and / or vulnerable adults is asked to complete a 'New Zealand Police Vetting Service Consent to Disclosure' form and provide the required confirmation of identity documentation before commencing the role/ministry.

IMPORTANT CONTACTS**Diocesan Safeguarding Officer**

Clodagh Ward: cward@cdoc.nz

03 366 9869 / 022 012 4142

Diocesan Complaints Officer

Simon Thompson: sthompson@cdoc.nz

03 366 9869 / 022 106 8359

National Office for Professional Standards

prof.standards@nzcbc.nz

0800 114 622

PO Box 10199

Phillipstown

Christchurch 8145

Safeguarding Website

cdocsafeguarding.nz

This dedicated safeguarding website is the 'go-to' resource hub for safeguarding for all faith communities in the diocese. These resources support the role of a Local Safeguarding Representative. They include police vetting forms and guides, handbooks, role descriptions, volunteer packs, workshop dates, promotional material and links to key support agencies.

The website also links to the National Office for Professional Standards who oversee the Church's safeguarding policies and practices.

CATHOLIC DIOCESE OF CHRISTCHURCH

SAFEGUARDING PRAYER

ST JOSEPH - PROTECTOR

Heavenly Father, you entrusted your Son Jesus,
the child of Mary, to the care of Joseph. Blessed Joseph, as in your day,
the protection and safeguarding of children and the vulnerable is an
integral part of the life and ministry of the Catholic Church.

Grant us strength, wisdom and courage to carry out our ministries as we
seek to make the church a safer place for the young and vulnerable, so
that we can create a more just and loving community.

Guide us to follow in your footsteps as we build a culture of safeguarding.

Help us to listen to those wounded by abuse,
and help us to act with “compassion and justice”.

Help us to serve humbly and faithfully,
and to love one another as Your Son has loved us.

St Joseph, protector of the innocent, Pray for us.

Amen.

