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| **The Safeguarding Activities Assessment Tool (SAAT) is a self-assessment that assists in demonstrating your commitment to the National Catholic Safeguarding Standards (NCSS) - Edition 2 (NCSS).** |

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| Forward the completed SAAT (PDF) to [safeguarding@bunburycatholic.org.au](mailto:safeguarding@bunburycatholic.org.au) and share a copy with your board/committee or Parish Council.  Please **check** the box ☒ to rate your implementation status in the ***CONFORMANCE LEVEL***  Enter additional evidence in ***OTHER.***  Carefully read the ***NCSS CAPABILITY EVIDENCE*** to understand what is needed and determine if **Applicable** or ***Not Applicable.***  Complete the NCSS CAPABILITY EVIDENCE.  Use the **STANDARDS ACTION PLAN** to help you improve your Conformance levels.  If required, Recommendations (SAAT Report) and/or site visits will be arranged for continuous improvements.  Fill in the COVER SHEET.   1. Safeguarding Office will review the completed SAAT. |

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| **NCSS CAPABILITY ASSESSMENT SCALE** | | |
| **CONFORMANCE LEVEL** | **PROCESSES** | **PEOPLE/RESOURCES** |
| **Yet to Develop** | Unable to demonstrate that the requirements and processes exist. | No resources have been assigned. |
| **Developing** | Has started to address the criteria and is being implemented with the process developed. | Resources have been assigned however there is no formal implementation. |
| **Developed & Embedded** | Has demonstrated that the criteria and process are formally embedded and are operating | Personnel are trained and fully operational including addressing non-compliance. |

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| **COVER SHEET** | | | | | | |
| **Entity** | **Parish  Office  Organisation  Ministry** | | | | | |
| **Scope** | **NATIONAL CATHOLIC SAFEGUARDING STANDARDS – NCSS (Edition 2) CAPABILITY** | | | | | |
| **Entity Name** |  | | | | **Date** |  |
| **Location 1** |  | | | | | |
| **Location 2** |  | | | | | |
| **Location 3** |  | | | | | |
| *Include locations of separate offices/sites/Mass Centres if applicable as the locations can be combined under an Entity.* | | | | | | |
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| **Person/s Completing the SAAT Self-Assessment** | | | | | | |
| **The entity head (E.g. Parish Priest/Committee and the Safeguarding officer/s complete the SAAT annually.** | | | | | | |
| **SURNAME** | | **FIRST NAME** | **SIGN** | **ROLE** | | |
|  | |  |  | Parish Priest / Manager | | |
|  | |  |  | Safeguarding Officer | | |
|  | |  |  | Safeguarding Officer | | |
|  | |  |  | Safeguarding Officer | | |
|  | |  |  | Chair of Parish Council/Finance Committee | | |
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| **Forward the completed SAAT to the Safeguarding Office** [**safeguarding@bunburycatholic.org.au**](mailto:safeguarding@bucburycatholic.org.au) **as a PDF document.** | | | | | | |

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| **NCSS CAPABILITY**  **The four NCSS capability areas describe how an entity can meet each Standard's objectives** | | |
| **1** | Standard 1 & 9 | Leadership, Mentoring & Improvement |
| **2** | Standard 2., 3 & 4 | Engaging with Children, Adults, Families & Communities |
| **3** | Standard 5 & 7 | Right People, Right Role, Right Knowledge |
| **4** | Standard 6., 8 & 10 | Systems, Policies & Procedures |

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| **CONFORMANCE LEVEL** | | | | | **NCSS CAPABILITY EVIDENCE**  The evidence listed below assists in conformance with the NCSS.  **CONFORMANCE LEVEL**  Please rate your conformance level in the appropriate box  *(I.E. Yet to Develop/Developing/Embedded).*  If you have other evidence, please enter this as OTHER | **NCSS CAPABILITY** | | | |
| **Yet to Develop** | **Developing** | **Embedded** | **N/A** | **Evidence #** |  | **OFFICE / INFO USE** | | | |
|  |  |  |  |  |  | **1** | **2** | **3** | **4** |
|  |  |  |  | **1** | The Safeguarding Commitment Statement is accessible on Parish/Office/Ministry websites and openly displayed. |  |  |  |  |
|  |  |  |  | **2** | Safeguarding Policy & Guidelines are publicly accessible, promoted & applied. |  |  |  |  |
|  |  |  |  | **3** | Safeguarding is emphasised as a community responsibility at gatherings. E.g., Safeguarding Prayer is used, Safeguarding Officers contact details are available. |  |  |  |  |
|  |  |  |  | **4** | Awareness of social issues is promoted E.g., Modern Slavery, Poverty, Migrants, Family Domestic Violence, or Diversity. |  |  |  |  |
|  |  |  |  | **5** | Publications are promoted and communicated in culturally safe ways. E.g., Code of Conduct (easy English, other languages) |  |  |  |  |

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|  |  |  |  | **6** | Church Workers sign the Personal Safeguarding Declaration. | | |  |  |  |  |
|  |  |  |  | **7** | The Code of Conduct for Church Workers is implemented. | | |  |  |  |  |
|  |  |  |  | **8** | Church Workers who work with children have a current WWCC. | | |  |  |  |  |
|  |  |  |  | **9** | Church Workers have a National Police Clearance (NPC) or volunteer NPC relevant to their role. | | |  |  |  |  |
|  |  |  |  | **10** | Non-compliance to the Safeguarding Induction is escalated to the relevant leader. | | |  |  |  |  |
|  |  |  |  | **11** | Church Workers have completed Safeguarding Level 1 Induction (every 3 years). | What % of Church Workers completed the safeguarding induction in the last 3 years? | % |  |  |  |  |
|  |  |  |  | **12** | Church Workers & Clergy undertake professional development. E.g.,   * Cultural competency * Grooming behaviour * Trauma-informed care * Conflict resolution * Mandatory Reporting training (Clergy) * Protecting Gods Children Workshop * Pastoral Response to Family & Domestic Violence * Other: - | | |  |  |  |  |
|  |  |  |  | **13** | Meeting agenda items include safeguarding topics, discussions, and debriefing. | | |  |  |  |  |
|  |  |  |  | **14** | Feedback is used to improve best practices/processes for better outcome. E.g., Feedback form on website; Feedback after events | | |  |  |  |  |
|  |  |  |  | **15** | Surveys are used for gauging safeguarding awareness levels. | | |  |  |  |  |
|  |  |  |  | **16** | Safeguarding feedback form is available in the office and on the website. E.g. Parish Survey; Parent/Carer Survey; Children’s Survey | | |  |  |  |  |
|  |  |  |  | **17** | Feedback is encouraged and used to improve diversity and engagement. E.g. Meet with cultural groups, minority groups | | |  |  |  |  |
|  |  |  |  | **18** | The Self-assessment (SAAT) is completed and forwarded to the Safeguarding office annually. | | |  |  |  |  |
|  |  |  |  | **19** | The Self-assessment (SAAT) is shared with the Parish/Office/Ministry. E.g., notice board, at meetings. | | |  |  |  |  |

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|  |  |  |  | **20** | Safeguarding Complaints / Concern Reporting & Responding resources are communicated & publicly available E.g., SGO poster, website link to concern reporting, Responding & Reporting Guideline. |  |  |  |  |
|  |  |  |  | **21** | The Safeguarding / WA Professional Standards Office are informed of all abuse complaints, incidents, disclosure, concerns, & referrals of abuse. |  |  |  |  |
|  |  |  |  | **22** | Safeguarding Risk Assessments are conducted for activities and ministries. E.g., pastoral home visits, altar serving, gatherings, known offenders, client contacts/support, youth group activities, events, fundraising, workshops, and spiritual counselling. |  |  |  |  |
|  |  |  |  | **23** | Safeguarding Sunday Mass is celebrated. |  |  |  |  |
|  |  |  |  | **24** | Promote and participate in community events E.g., Child Protection Week, Anti-slavery Forum, Social Justice Statement, International Day of Persons with Disabilities, R U OK Day, |  |  |  |  |
|  |  |  |  | **25** | Cultural Awareness days are celebrated. E.g., NAIDOC Week, Harmony Day, International Migrant Day |  |  |  |  |
|  |  |  |  | **26** | Cultural groups are invited to share information on cultural diversity. |  |  |  |  |
|  |  |  |  | **27** | Abuse prevention education and resources are promoted E.g. Story books, Protecting God's Children resource, Love, Sex and Relationships resource, The Power of Freedom resource, and Pastoral Response to FDV. |  |  |  |  |
|  |  |  |  | **28** | Records of meetings are kept for ministries and services such as counselling and other one-on-one engagement with children & adults at risk E.g. counselling, mentoring, coaching and spiritual direction. |  |  |  |  |
|  |  |  |  | **29** | Church worker recruiting includes an emphasis on safeguarding in interviews and advertisements. |  |  |  |  |
|  |  |  |  | **30** | A Screening & Monitoring database for ALL church workers (WWCC/SG Personal Declaration/Induction/NPC) is used. |  |  |  |  |
|  |  |  |  | **31** | Records/data is stored confidentially, securely with authorised access, according to the Privacy Act, & the Docese Records and Information Governance Policy. |  |  |  |  |
|  |  |  |  | **32** | The Safeguarding Officer job description is available. |  |  |  |  |
|  |  |  |  | **33** | Safeguarding Officers have been appointed. |  |  |  |  |

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|  |  |  |  | **34** | Safeguarding Officer's contact information is accessible - displayed on the website, poster, and in newsletters. |  |  |  |  |
|  |  |  |  | **35** | An Attendance Register is established for children’s activities. |  |  |  |  |
|  |  |  |  | **36** | Sign in/Sign Out Register for activities, sacristy, and office. |  |  |  |  |
|  |  |  |  | **37** | A Counselling Referral Pathway resource is available & provided. |  |  |  |  |
|  |  |  |  | **38** | Church confessional and counselling layouts are configured to improve natural surveillance. E.g. Direct line of sight to others, clear glass in meeting/counselling/activity rooms. |  |  |  |  |
|  |  |  |  | **39** | Online safety is prioritised E.g., user agreements, password protection, antivirus, single sign-on, firewalls and filters installed to prevent access to inappropriate sites. |  |  |  |  |
|  |  |  |  | **40** | Non-compliance to the Safeguarding policy and guidelines is escalated to the relevant leader. |  |  |  |  |
| **OTHER** | | | | | |  |  |  |  |
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| **STANDARDS ACTION PLAN**  (To be completed by Parish/Organisation) | | | | |
| **CONFORMANCE LEVEL (YET TO DEVELOP)** | | | | |
| **EVIDENCE #** | **DESCRIPTION** | **CORRECTIVE ACTION**  **PRIORITY HIGH (Resolution within 3 months)** | **ACTION** | |
| **WHO** | **WHEN** |
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| **CONFORMANCE LEVEL (DEVELOPING)** | | | | |
| **EVIDENCE #** | **DESCRIPTION** | **CORRECTIVE ACTION**  **PRIORITY (Resolution within 6 months)** | **ACTION** | |
| **WHO** | **WHEN** |
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