



A letter to the People of God in the Diocese of Broken Bay

Wednesday 17 November 2021

My dear sisters and brothers in Christ,

Many of you will recall the launch of the Diocesan Safeguarding Office in September 2018. The Office and its Charter were put in place as part of the resolute commitment by the Diocese of Broken Bay in fostering a culture of safety and care for children and those who are at risk.

Safeguarding has now become a very familiar term within the Diocese. Safeguarding is a proactive term because it encompasses all the actions that the Diocese is taking to promote the safety, care and well-being of children, young adults and those at risk. However, it is also important that we remember that the term came about in response to the crime of child sexual abuse perpetrated through our community of faith. Therefore, we must remain forever vigilant that we never return to the past. It is most important that I acknowledge the trauma of abuse victims, survivors and their families and affirm my commitment to continuous improvement in relation to responding to individuals who have or may have suffered abuse and harm.

It is now three years since the Diocese launched its Safeguarding Office and Charter. It is important that the Diocese continues to be proactive in the area of safeguarding. With that in mind, in recent months an independent review of the Diocesan Safeguarding Charter has been undertaken. The review recommendations focus on strengthening the Diocese's proactive approach to safeguarding through an even more robust '*whole of diocese*' safeguarding governance structure, articulated in the revised Diocesan Safeguarding Charter which I have **attached** for your information.

Responsibility for safeguarding matters across all of the Diocese including its agencies will continue to rest with me, ultimately, as the Bishop of Broken Bay. However, there will be now six key components of the Diocesan Safeguarding Governance Structure which I take the opportunity to bring to your attention.

MOST REVEREND ANTHONY RANDAZZO BISHOP OF BROKEN BAY

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Firstly, the Diocesan Office for Safeguarding created in 2018 is now known as the **Diocesan Safeguarding Office**. The Office continues to be led by **Mrs Jodie Crisafulli as the Director**. Mrs Crisafulli's role is to ensure the Diocesan strategic vision for safeguarding is in place for the prevention of harm to children and adults at risk and that it accords with best practice principles.

Secondly, **specific responsibility of safeguarding within each agency is delegated to each Agency Head** as follows:

- Director, Diocesan Safeguarding Office, Mrs Jodie Crisafulli (for **Diocesan matters**);
- Vicar General and Head of Agency, Fr David Ranson (for **Clergy and Parish matters**)
- Director of Schools and Head of Agency, Mr Danny Casey (for **Catholic Schools Broken Bay matters**); and
- Executive Director CatholicCare and Head of Agency, Mr Tim Curran (for **CatholicCare Broken Bay matters**).

Thirdly, each of the **Agencies of the Diocese will continue to have its own Safeguarding Office led by the following Safeguarding Managers:**

- Ms Ana Kosi, Manager Safeguarding Office (Chancery and Parishes);
- Ms Melinda Rixon, Manager Safeguarding Office (Catholic Schools Broken Bay); and
- Ms Angela Thomas, Executive Manager, Quality, Safeguarding, Risk & Compliance (CatholicCare Broken Bay).

The Safeguarding Managers will have specific responsibilities within their respective Agency to the Director, Diocesan Safeguarding Office and as members of the Diocesan Safeguarding Executive. The Diocesan Safeguarding Executive will continue to meet regularly and be chaired by Mrs Crisafulli.

Fourth, the Diocese will continue to receive advice from the **Diocesan Safeguarding Strategic Advisory Panel and that Panel will also provide advice to other religious and lay leaders within the Diocese.**

Fifth, the Diocese will engage, as required, **external experts according to the skills required to review our response to individuals who may have suffered harm.** These external advisors will replace the function of the previous Diocesan Safeguarding Panel of Review.

Finally, the Diocese will prepare an **annual Diocesan Safeguarding Report that will be made available to the public** on the Diocesan website and which will highlight the key safeguarding activities and high level safeguarding data, including analysis of any key trends.



As we commit to this proactive approach to safeguarding, it is important to remember that the trauma of child sexual abuse is never left behind, and a survivor carries it always. Safeguarding never becomes about 'moving on', but about how we as brothers and sisters in Christ, incorporate it into each and every one of our lives.

While Diocesan safeguarding governance has steadfastly continued to evolve and improve, I remind us all that these structures are only a part of the contribution to the vital and ongoing work that lies before us in our commitment to safeguarding.

Sincerely yours in Christ,

A handwritten signature in black ink that reads "+ Anthony Randazzo". The signature is written in a cursive style with a large, sweeping flourish at the end.

Most Rev Anthony Randazzo DD, JCL
Bishop of Broken Bay

The Diocesan Safeguarding Office Charter



CATHOLIC
DIOCESE OF
BROKEN BAY



THE DIOCESAN SAFEGUARDING OFFICE SAFEGUARDING COMMITMENT

We the people of the Catholic Diocese of Broken Bay (**the Diocese**) are committed to fostering communities of safety and care for all people, especially for children and others in the community who are vulnerable.

Our commitment is underscored by our faith in Jesus Christ who teaches the fundamental sanctity of each human person, and by our dedication to sustained education, practice, and conversation about our moral, legal and spiritual obligation to safeguard all those within our community.

The protection of children and vulnerable adults within our Diocese will be achieved as every member of our community strives to be a person who:

1. Wants our children to be safe, to grow and to flourish, and have zero tolerance to any attitude and activity that makes children less than safe.
2. Acts with integrity, humility and sincerity, being truthful and open-hearted, and accountable and transparent, throughout our Diocesan community.
3. Shows care for the rights of all people who are supported by Diocesan systems that are clear, accessible and compliant.
4. Leads by a constant commitment to raising awareness, education, professional development and supervision.
5. Listens to others with an open heart and mind and responds well so that concerns and risks may be identified early and addressed.
6. Reaches out with compassion to all who have experienced hurt in our community, restoring relationships and building hope through support, acknowledgement and just redress.
7. Communicates openly and honestly so that there is a clear articulation and demonstration of expectations, standards, structures and processes for safeguarding throughout the Diocesan Community.
8. Engages the knowledge and experience of the wider community so that through dialogue and collaboration, we can contribute to growth in the safety and wellbeing of our communities.

The Diocese acknowledges the lifelong trauma of abuse victims, survivors and their families, the historic failure of the Catholic Church to protect, believe and respond justly to children, and the consequent breach of community trust.

Through its Bishop, Most Rev Anthony Randazzo, the Diocese is resolutely committed to fostering a culture of safety and care for children and vulnerable adults. This is achieved through a consistent, accountable approach to safeguarding across the entire Diocese, including the Catholic Schools Broken Bay (CSBB), CatholicCare and its clergy and parishes (**Chancery**). This approach is outlined in the Diocesan Safeguarding Charter.

1. GLOSSARY

ACSL	Australian Catholic Safeguarding Ltd.
Agency	There are two Agencies within the Diocese: Catholic Schools Broken Bay and CatholicCare alongside the Chancery
CSBB	Catholic Schools Broken Bay
DDS	Director Diocesan Safeguarding Office
DSO	Diocesan Safeguarding Office
DSE	Diocesan Safeguarding Executive
NCSS	National Catholic Safeguarding Standards
NRP	National Response Protocol
SSAP	Diocesan Safeguarding Strategic Advisory Panel

2. ABOUT THE SAFEGUARDING CHARTER

The Diocesan Safeguarding Office Charter was first released in September 2018. The Charter outlines the overarching governance structure within the Diocese to meet its safeguarding commitments, including the key responsibilities of dedicated safeguarding leadership roles and committees tasked with promoting and embedding a strong safeguarding culture within the Diocese.

In March 2021, Bishop Randazzo commissioned an external review of the Charter consistent with its commitment to continuous improvement. Following a process of consultation with key internal stakeholders and the independent members of the Diocesan Safeguarding Strategic Advisory Panel, an independent report was provided to the Bishop containing recommendations to further strengthen the Safeguarding Charter. The resulting second edition of the Charter was approved in November 2021 and will be reviewed every two years.

3. FRAMEWORK FOR SAFEGUARDING

‘Safeguarding’ refers to the actions that the Diocese takes to promote the safety, care and well-being of children and vulnerable adults through preventing and protecting them from abuse and the risk of significant harm and respond appropriately if abuse and harm occur.

The Diocese’s approach to safeguarding sits within the broader safeguarding framework established by state and commonwealth legislation and the requirements of the Catholic Church – the key components of which are outlined below.

- 3.1. Promulgated in May 2019, **Vos estis lux mundi** is a motu proprio (edict) by Pope Francis concerning the obligation on clergy and religious to report their well-founded belief that another cleric or religious has engaged in the sexual abuse of a minor; the responsibilities of bishops and religious superiors to respond to allegations of sexual abuse by clerics and to report them to the competent authorities; and the procedures for reporting and managing allegations of sexual abuse of a minor on the part of a bishop or other religious superior.
- 3.2. The **National Catholic Safeguarding Standards (NCSS)**, released in 2019, articulate a common set of requirements for all Catholic entities across Australia to uphold in order to promote the safety of children through preventing, responding to and reporting concerns regarding child abuse. There are 10 standards, reflecting the findings and recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse in Final Report (2017), Volume 6: Making institutions child safe. The second edition of the Standards, which is currently in draft form, will

expand the framework to include safeguarding requirements and practices for the protection of adults at risk.

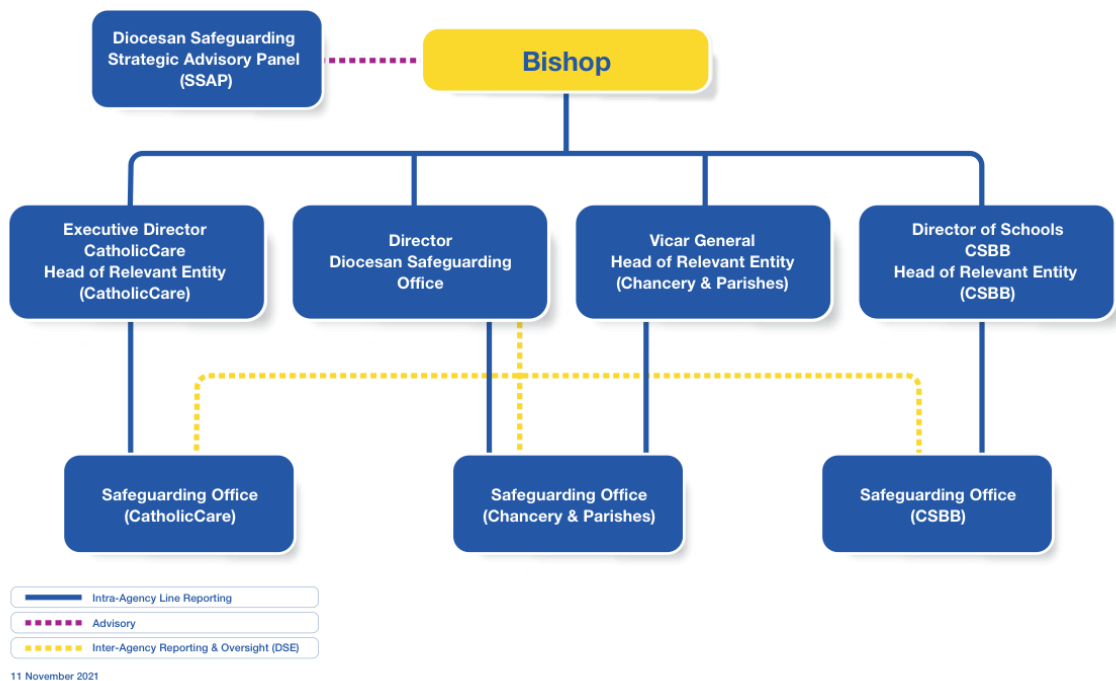
- 3.3. The **National Response Protocol (NRP)**, adopted by the Australian Catholic Bishops Conference in November 2020 (for implementation from 1 February 2021), provides high-level principles and direction on how responses to concerns and allegations of child abuse by Church personnel should be managed by Catholic entities across Australia. It sets a national benchmark against which entities' local policies and procedures should be aligned, to ensure a consistent approach to the handling of concerns and allegations.
- 3.4. **Australian Catholic Safeguarding Ltd (ACSL)** was established in December 2020 to bring together the functions and services of the former Australian Catholic Centre for Professional Standards and Catholic Professional Standards Ltd into one organisation. Its responsibilities include maintaining the National Catholic Safeguarding Standards and assisting Catholic entities to implement the Standards and to meet their legislative obligations in relation to safeguarding and professional standards.
- 3.5. The **Children's Guardian Amendment (Child Safe Scheme) Bill 2021** was introduced into the NSW Parliament in August 2021 and as at 10 November 2021 is awaiting assent. The Bill seeks to embed the Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse as the primary framework that guides child safe practice within organisations operating in NSW. The Bill requires the Office of the Children's Guardian (**OCG**) to work with organisations to raise awareness of child safety; build their capability to implement the Child Safe Standards and promote the implementation of the Standards more broadly. It also provides the Children's Guardian with powers to monitor the implementation of the Standards and with powers for the investigation of complaints and concerns about an organisation's implementation of the Child Safe Standards. These obligations sit alongside the role of the Children's Guardian in administering the Working with Children Check and Reportable Conduct Schemes.
- 3.6. The **National Strategy to Prevent and Respond to Child Sexual Abuse 2021-2030 (National Strategy)** was developed by the Australian Government in partnership with state and territory governments. The National Strategy targets child sexual abuse in all settings, including within families, online and within organisations. It was also developed in consultation with a wide range of stakeholders including victims and survivors of child sexual abuse, people with disability and children and young people, along with their advocates. The National Strategy provides a nationally coordinated, strategic framework for preventing and responding to child sexual abuse. It seeks to reduce risk, extent and impact of child sexual abuse and related harms in Australia. The National Strategy focuses on five themes. These are awareness raising, education and building child safe cultures; supporting and empowering victims and survivors; enhancing national approaches to children with harmful sexual behaviours; offender prevention and intervention; and improving evidence base.

4. DIOCESAN SAFEGUARDING GOVERNANCE STRUCTURE

- 4.1. The Bishop of the Diocese (**Bishop**) establishes the strategic safeguarding direction for the Diocese and is ultimately responsible for safeguarding matters across all of the Diocese's sectors. Delegation for the responsibility of safeguarding is provided by the Bishop to the Agency Heads:
 - (a) Director Diocesan Safeguarding Officer (for Diocesan matters)
 - (b) Director, Catholic Schools Broken Bay (CSBB)
 - (c) Executive Director, CatholicCare Broken Bay (CatholicCare)
 - (d) Vicar General (for Chancery [clergy and parish] matters).

- 4.2. For the purposes of the *Children’s Guardian Act 2019 (the Act)*, the Directors of the CSBB and CatholicCare are the Head of Relevant Entity for their respective agencies, while the Vicar General is the Head of Relevant Entity for Chancery and Parish matters.
- 4.3. The Diocesan Safeguarding Office is led by the Director Diocesan Safeguarding Office. Each of the Agencies of the Diocese also has its own Safeguarding Office, led by a Manager for Safeguarding and staffed by a team of employees as determined by the Agency. The ‘Manager, Safeguarding’ role in CatholicCare is fulfilled by the Executive Manager, Quality, Safeguarding, Risk and Compliance.
- 4.4. The Diocese receives expert advice on matters relating to safeguarding via the Diocesan Safeguarding Strategic Advisory Panel (SSAP).
- 4.5. The Bishop may also engage external consultants/experts, as required, to assist the Diocese to appropriately respond to individuals who have suffered harm or have alleged to have suffered harm from abuse by personnel of the Diocese, including directly handling complaints and or reviewing, and if necessary, addressing the handling of matters by the Diocese relating to safeguarding issues.

Safeguarding Organisational Structure



5. SAFEGUARDING OFFICES

- 5.1. The Diocese and its Agencies each maintain a Safeguarding Office.
- 5.2. Each Safeguarding Office is located within their respective Agency and has its own team of employees, headed by a Manager for Safeguarding. Each Agency and Manager for Safeguarding has the autonomy and flexibility to determine their team according to their operational requirements. Team members are employed by their respective Agency Head and play an equally important role within their Agency and within the ‘whole of Diocese’ safeguarding structure.

6. MANAGERS FOR SAFEGUARDING

- 6.1. Each Agency appoints, to a senior position, a Manager for Safeguarding. Agencies have the autonomy and flexibility to determine the role dimensions and pay structure for their Manager for Safeguarding to suit their distinct operational environment and needs. Each Manager for Safeguarding role incorporates a reference to 'safeguarding' in the role title. The Managers for Safeguarding have extended accountabilities to the DDS (**see 6.4 below**).
- 6.2. Managers for Safeguarding liaise with:
 - (a) Their Agency's Head and operational managers to embed a culture of safeguarding which seeks to facilitate the agency delivering on the Bishop's strategic direction for safeguarding for the Diocese.
 - (b) The DDS and each other (as members of the Diocesan Safeguarding Executive) to shape and deliver a 'whole of Diocese' strategic approach to safeguarding.
- 6.3. The position description for each Manager for Safeguarding role outlines their key safeguarding responsibilities and accountabilities:
 - (a) Within their respective Agencies and to their Head.
 - (b) To the DDS, and
 - (c) As a member of the Diocesan Safeguarding Executive.
- 6.4. Within the role dimensions tailored to suit the needs of the Agency, each Manager for Safeguarding has the following safeguarding accountabilities to the DDS:
 - (a) Meeting at least monthly (individually) with the DDS and at least monthly as a member of the Diocesan Safeguarding Executive (or more frequently if required)
 - (b) Reporting against the agreed safeguarding data and compliance indicators developed by the DDS in consultation with the Bishop and Agency Heads (**see section 10.2**).
 - (c) Notifying the DDS of serious child abuse and maltreatment allegations, including allegations of sexual misconduct, sexual abuse and serious physical abuse, as soon as they arise.
 - (d) Contributing to the development of Diocesan safeguarding policy, procedures, practice development and training.
 - (e) Promoting and reporting on Agency compliance with the NCSS and Child Safe Standards.
 - (f) Managing risk (both individual matters and systems).
 - (g) Training, education and awareness.
 - (h) Facilitating the centralised management of Agency files for completed safeguarding matters.
 - (i) Supporting and informing the role of the Safeguarding Strategic Advisory Panel, including:
 - contributing to the development of the agenda for each SSAP meeting; compiling reports on their Agency's performance relating to safeguarding requirements as required; and
 - attending meetings with the SSAP to discuss particular issues when required.

- (j) Notifying the DDS of, and seeking their input prior to initiating, any major strategic safeguarding initiatives within their Agency.
- (k) Assisting the DDS to prepare an annual Diocesan report on safeguarding.

7. DIRECTOR DIOCESAN SAFEGUARDING OFFICE

- 7.1. A full time Director, Diocesan Safeguarding Office (**DDS**) is appointed by the Bishop. The role is jointly funded by the Chancery, CSBB and CatholicCare in a proportion determined by the Bishop in consultation with the Diocesan Financial Administrator.
- 7.2. The role of the DDS is to ensure the Diocesan's strategic vision for safeguarding for preventing harm to children and vulnerable adults is in place, and accords with best practice principles, through exercising the following core functions:
 - (a) Communicating the Bishop's strategic safeguarding direction to Agency Heads and Managers for Safeguarding.
 - (b) Supporting Agencies and Managers for Safeguarding to implement the Bishop's strategic safeguarding direction through the provision of timely and relevant information and advice.
 - (c) Maintaining strategic line of sight over operational safeguarding data and any safeguarding initiatives implemented by agencies.
 - (d) Coordinating public reporting on the Diocese's safeguarding activities.
- 7.3. Beyond the fulfilment of the core functions listed above, it is appropriate for the Bishop and each Agency Head to determine collectively how they will utilise the DDS role at any given time, having regard to strategic and operational priorities.
- 7.4. The DDS has an effective collaborative relationship with Agency Heads who share a responsibility to collaborate with the DDS to facilitate the Bishop's strategic safeguarding vision and priorities being effectively implemented. The DDS and each Agency Head meet quarterly (at a minimum) to discuss progress and priority safeguarding issues. Agency Heads are also members of the Diocesan Safeguarding Strategic Advisory Panel, and the DDS attends in an executive capacity.
- 7.5. The DDS is the responsible supervisor for the Manager for Safeguarding (Chancery & Parishes), as there is no equivalent role to the Director role which leads the other Agencies. However, for day-to-day safeguarding matters which relate to clergy and parishes, the Manager for Safeguarding reports directly to the Vicar General. Both the DDS and Manager for Safeguarding meet regularly with the Vicar General to discuss safeguarding matters.
- 7.6. The DDS works collaboratively with each of the Managers for Safeguarding as outlined in **section 6.4 above**.
- 7.7. The DDS meets with each Agency's executive management team as required, in liaison with the relevant Agency Director, to provide strategic safeguarding advice.
- 7.8. The DDS is responsible for oversighting the storage of Agency files (whether digital or otherwise) for closed safeguarding matters in a central location under her/his authority to allow access as required to key data (such as personnel subject to complaint, alleged victims, allegation type, outcomes).
- 7.9. The DDS is assisted by a Diocesan Safeguarding Personal Assistant. This role is funded equally by the Chancery, CSBB and CatholicCare.

8. DIOCESAN SAFEGUARDING EXECUTIVE

- 8.1. The Diocesan Safeguarding Executive (**DSE**) is a leadership team comprising the Director, Diocesan Safeguarding Office (**DDS**) (Chair) and the Manager for Safeguarding of each Agency. The DSE meets at least monthly but may meet more regularly at the request of the DDS.
- 8.2. The DSE's role is to work together, under the Direction of the DDS, to drive a 'whole of Diocese' approach to safeguarding professional standards which is consistent with the NCSS, and includes:
 - (a) Sharing information about safeguarding trends, issues and practices to drive continuous improvement within the Diocese and its Agencies.
 - (b) Progressing whole of Diocese safeguarding policy development, education and awareness.
 - (c) Ensuring compliance with the requirements of the NCSS and Child Safe Standards.
 - (d) Pursuing consistent safeguarding practices by Agencies, where possible, while also respecting the distinct requirements of each Agency.
 - (e) Collaborating to implement Diocesan safeguarding initiatives, including (but not limited to) the quarterly safeguarding practice meeting for administrative and operational staff and Safeguarding Month.

9. DIOCESAN PRACTICE MEETING

- 9.1. A safeguarding practice meeting for administrative and operational staff from all Safeguarding Offices within the Diocese is held quarterly.
- 9.2. The purpose of the safeguarding practice meeting is to:
 - (a) Provide information about safeguarding policy and practice developments to drive continuous improvement within the Diocese and its Agencies.
 - (b) Provide a regular opportunity for targeted education about specific safeguarding topics.
 - (c) Obtain feedback from staff about opportunities to further strengthen whole of Diocesan safeguarding.
- 9.3. The Diocesan Safeguarding Executive is responsible for planning and organising the practice meeting. Agency Heads and Managers for Safeguarding are responsible for ensuring staff attendance at the practice meeting.

10. AGENCY REPORTING ON SAFEGUARDING

- 10.1. Agencies must notify the DDS, 'in real time' of any serious safeguarding allegations (including allegations of sexual misconduct or sexual offence, or serious physical abuse) as they arise.
- 10.2. Each Agency of the Diocese is required to report monthly to the Bishop through the DDS against a common set of key safeguarding data and compliance indicators, which are also operationally useful for each Agency, including:
 - (a) Responses to risk of significant harm.
 - (b) Child concern incidents broken down by allegation type.
 - (c) Whether the incident/allegation is reportable (and relevant oversight body).
 - (d) Whether the incident/allegation is the subject of a police referral.
 - (e) Investigation outcome (including whether criminal charge laid, or conviction recorded) and/or disciplinary action etc.

- (f) Whether handled as an exempt class or kind matter; or a potential Code of Conduct breach; or advice and correction only.
 - (g) Timeframes for finalising matters.
 - (h) Compliance with statutory notification and reporting timeframes.
 - (i) Compliance with WWCC and NDIS worker check requirements (renewal due dates).
 - (j) Compliance with mandatory child safe training requirements for relevant roles.
- 10.3. On a quarterly basis, each Agency provides a more detailed quarterly report that includes a narrative analysis of data trends and a description of strategic safeguarding activities completed or underway.

11. DIOCESAN SAFEGUARDING STRATEGIC ADVISORY PANEL

- 11.1. A Diocesan Safeguarding Strategic Advisory Panel (**SSAP**) provides advice principally to the Bishop but also to other religious and lay leaders within the Diocese on critical safeguarding matters, based on their individual and collective professional expertise. The work of the SSAP is underpinned by the guiding principles of the National Catholic Safeguarding Standards and is advisory in its nature.
- 11.2. Key accountability areas for the SSAP include:
- (a) Benchmarking Diocesan safeguarding policy and practice with ongoing research into relevant safeguarding literature.
 - (b) Contributing to Church and state policy and legislation consultations, and developments regarding safeguarding.
 - (c) Integrating any amendments to Church and state policy and legislation regarding safeguarding into Diocesan policy, procedure and practice.
 - (d) Reviewing new and existing Diocesan safeguarding policy and procedures.
 - (e) Preparing a report each year on its activities, including a message from the Chair, for inclusion in a Diocesan safeguarding annual report.
 - (f) Informing the Diocese of relevant information.
- 11.3. The Panel has a maximum of seven (7) members. The appointment of the members of the SSAP comprises:
- (a) **External members:** Four (4) independent persons who are external to the Diocese; at least one (1) of whom is not a Catholic.
 - (b) **Ex-officio (internal) members:** the DDS; Heads of each Agency, being the Director of the Catholic Schools Office, Executive Director of CatholicCare and the Vicar General (Chancery & Parishes). Through the DDS, the Diocesan Safeguarding Office performs an executive role to the SSAP, including the appointment by the DDS of a Minutes Secretary to assist in accord with **Clause 11.12**)
- 11.4. A quorum shall consist of a simple majority of the membership of the SSAP.
- 11.5. The Bishop appoints external SSAP members, who operate as volunteers. External members of the SSAP are selected based on their demonstrated expertise and skills required to fulfil the Panel's responsibilities. The Diocese is committed to ongoing consideration of gender balance in the membership of the Panel in the areas where expertise is required.
- 11.6. The appointment of SSAP members is subject to the member:
- (a) Obtaining a Working with Children Check (**WWCC**) and National Criminal History Check (**NCHC**).

- (b) Being assessed by the Diocese as suitable for engagement based on the outcome of the WWCC and NCHC.
- (c) Agreeing to complete any induction and training determined by the Diocese.
- (d) Providing a written declaration of affiliation and business interests.
- (e) Agreeing to comply with the terms of reference of the SSAP, as amended from time to time.
- (f) Agreeing to sign and comply with a confidentiality agreement.

External members of the SSAP are appointed for a term of three (3) years. At the discretion of the Bishop, members may serve up to two (2) successive terms on the Panel to a maximum term of no greater than six (6) years. The DDS will have oversight of the screening requirements of membership

11.7. The Bishop appoints one external member of the SSAP to be the Chair. If a recommendation of the SSAP is required for any reason, a proposal will not pass where there is equality of votes.

11.8. The SSAP's role is to identify and provide advice on safeguarding issues that should be considered and addressed by the Diocese as part of its commitment to continuous improvement. SSAP members have the following specific responsibilities:

- (a) **External members:** Proactively identify safeguarding issues that should be considered and addressed by the Diocese; provide independent, expert advice on safeguarding issues identified by external or internal members of the SSAP. When appropriate, external members may advise their position on certain issues as part of formulating recommendations to the Bishop.
- (b) **Internal members:** Proactively identify and seek advice on safeguarding issues that should be considered and addressed by the Diocese; provide the SSAP with sufficient information to fulfil its advisory role. When appropriate, internal members may advise their position on certain issues as part of formulating recommendations to the Bishop.

11.9. Panel members have the following obligations:

- (a) Each member will be required to attend at least two of the three meetings per calendar year. Should a member fail to attend at least two of the three required meetings in a calendar year, the Chair (or delegate) is to discuss this directly with the member in question and re-evaluate his/her commitment to the SSAP.
- (b) Adequately preparing for Panel meetings and applying their expertise and professional skills to consideration of agenda items.
- (c) Providing frank and honest advice.
- (d) Complying with confidentiality requirements on all matters discussed at meetings, ensuring they are to be treated with the utmost confidentiality and are not to be made public without the express approval of the Bishop. All members need to sign a confidentiality agreement.
- (e) Not using or disseminating information obtained during their membership of the SSAP to gain any advantage for themselves or others.
- (f) Being mindful of any actual or perceived or potential conflict of interests as soon as it arises in relation to any matter to be considered by the SSAP, and immediately disclosing the relevant interest to the Chair, who in turn, will take appropriate steps to remove and/or manage the conflict of interests as appropriate for the Non-For-Profit sector set out by the Australian Charities and Non-for-Profit Commission (**ACNC**). The nature of the conflict of interest should

be minuted. Members may be asked to leave the meeting prior to when the matter to which the conflict relates is discussed. Their entry and exit from the meeting are to be minuted. A Conflicts of Interest Register is developed and reviewed annually, with each member being asked to declare any conflicts of interest at the commencement of each meeting as part of the Agenda.

- 11.10. The Bishop, via the Diocesan Safeguarding Office, may invite additional external experts and/or Managers for Safeguarding to attend SSAP meetings for the purpose of providing information and advice on specific issues.
- 11.11. The SSAP will meet three times annually or as otherwise required by the Bishop. Dates will be provided in advance of each year to the SSAP members. The Bishop will address the SSAP at least once each year on his vision for safeguarding and strategic priorities.
- 11.12. The Agenda for each SSAP meeting will be settled by the Chair in collaboration with the other external panel members and the DDS. The Agenda will also be informed by issues proposed by internal SSAP members. In this regard, there is an equal expectation of external and internal SSAP members to propose agenda items. An internal Diocesan briefing meeting between the DDS and Agency Heads may be held for this purpose prior to each SSAP meeting. Managers for Safeguarding may attend the first part of the internal briefing meeting. Meeting papers will be circulated by email at last one week prior to meetings.
- 11.13. The Diocesan Safeguarding Office will provide executive support for the SSAP including (but not limited to) the preparation and distribution of meeting papers, minute taking, correspondence and report preparation.
- 11.14. The SSAP's Terms of Reference and membership will be published on the Diocese's website.
- 11.15. The Diocese will reimburse reasonable expenses incurred by a member directly relating to a member's work on the SSAP, subject to preapproval.
- 11.16. If an external SSAP member wishes to resign prior to the conclusion of their appointed term, they will advise the Chair and the Bishop in writing, giving, if possible, a minimum of two months' notice.

12. RESPONDING TO ABUSE AND HARM

- 12.1. The Diocese acknowledges the trauma of abuse victims, survivors and their families and affirms its commitment to continuous improvement in relation to responding to individuals who have or may have suffered abuse and harm from personnel of the diocese.
- 12.2. In responding to allegations of abuse and harm by its personnel, the Diocese is compliant with all legislative and regulatory requirements pertinent to parishes and agencies, and guided by the National Response Protocol (**NRP**). To ensure a consistent approach by Catholic entities across Australia, the NRP provides high-level principles and direction on how responses to concerns and allegations of child abuse by Church personnel should be managed.
- 12.3. The Diocese is committed to implementing the five high-level principles contained in the NRP:
 - (a) **Principle 1:** Prioritise the safety and wellbeing of children and adults subjected to childhood abuse within a culture of prevention of harm.
 - (b) **Principle 2:** Provide a just and compassionate response, respecting the dignity and diversity of all involved, and ensuring inclusive and supportive processes.

- (c) **Principle 3:** Act with integrity and accountability in compliance with law and policy.
- (d) **Principle 4:** Work and communicate effectively with all relevant parties and agencies.
- (e) **Principle 5:** Drive a consistent response Church-wide through committed leadership and effective governance.

12.4. When a concern or allegation of abuse is raised, the Diocese will undertake appropriate initial and ongoing risk assessment and mitigation, appropriate to the context of either parishes or agencies. Reports to all relevant bodies are made. After finalising a response to a concern or allegation of abuse in a way that is consistent with the requirements established by regulatory requirement and by the NRP the Diocese will also complete a review to identify and address potential causes of abuse. This will include:

- (a) Addressing and monitoring any remaining risks to children within the Diocese.
- (b) Identifying any learnings which may indicate relevant risks of harm in other settings.

12.5. The Bishop may engage external experts, on an as needs basis and according to the particular expertise required, to provide advice and other services (such as directly investigating allegations or handling complaints) to meet its obligations in responding to individuals who have made complaints of abuse and harm by Diocesan personnel. The manner in which this may be done varies according to parishes and agencies.

13. PUBLIC REPORTING ON DIOCESAN SAFEGUARDING

13.1. The Diocese will prepare an annual safeguarding report that:

- (a) Highlights the key safeguarding activities undertaken by the Diocesan Safeguarding Office and Agencies aimed at embedding a safeguarding culture across the Diocese.
- (b) Highlights the contribution made by the SSAP each year on its activities, including a message from the Chair.
- (c) Presents high level (de-identified), safeguarding data, including analysis of key trends.

13.2. The DDS is responsible for coordinating the production of the annual report with the assistance of Managers for Safeguarding.

13.3. The annual safeguarding report will be published on the Diocesan website.

REVISION/ MODIFICATION HISTORY

Review of the Charter will be undertaken every two years by the Diocesan Director of Safeguarding in consultation with Agency Heads and the Diocesan Safeguarding Executive and Diocesan Financial Administrator, with a report provided to the Bishop recommending any necessary amendments or additional duties and responsibilities and be approved by the Bishop.

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
Sep 2021	1.	The Diocesan Office for Safeguarding Charter	Initial Charter	Sep 2018	Sep 2018
Nov 2021	2.	The Diocesan Office for Safeguarding	Extend and strengthen role of Diocesan Safeguarding Strategic Advisory Panel (SSAP) Create Diocesan Safeguarding Office (DSO) Strengthen role of DSS Clarify roles, accountabilities and inter-relations of Diocesan Safeguarding Executive (DSE) Compliance with National Catholic Safeguarding Standards (NCSS) Strengthen Inter-agency reporting lines Strengthen Intra-agency reporting including data collection and data analysis Public reporting on Diocesan safeguarding including an annual safeguarding report Create Diocesan safeguarding practice meetings Compliance with the National Redress Scheme (NRP) Delete Diocesan Safeguarding Panel of Review	Nov 2021	Nov 2021

APPROVAL DATE/REVISION SCHEDULE

Approved by: Bishop Anthony Randazzo, Bishop of the Diocese of Broken Bay

Date approved: 17 November 2021

To be Revised: 17 November 2023