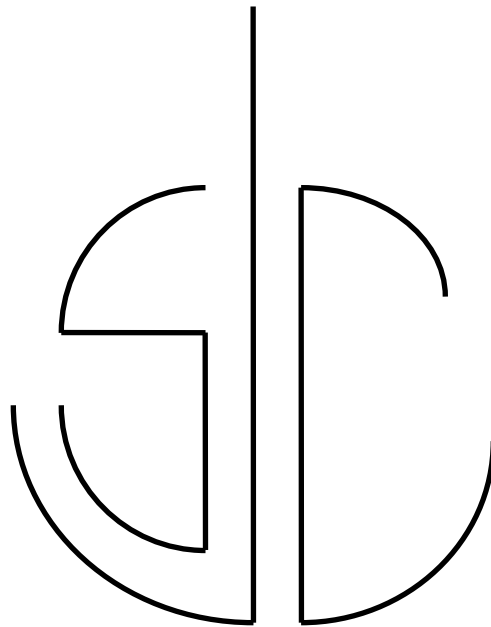


**Policy for  
Safeguarding  
Children and  
Adults at risk.**



***Sisters of St Joseph of Cluny  
Australian Communities***

## **PREAMBLE.**

***The Sisters of St Joseph of Cluny are called to announce the Good News, to liberate, empower and promote the dignity of the entire human person, as did our Foundress, Anne Marie Javouhey,***

***In this spirit of being followers of the God of all Creation, we are committed to safeguarding the dignity and fundamental rights of all people in our care especially children and vulnerable adults. In the same way, we are committed to protecting the dignity and fundamental rights of all our members, especially the sisters in formation and the older sisters, as our relationships, one with another, reflect our call to follow Jesus.***

**General Chapter, Sisters of St Joseph of Cluny, Paris 2018.**

The sisters in Australia live in retirement, four in an Aged Care Facility, five in independent units for the elderly, two in a community house. Formerly they were engaged in health and aged care, education and pastoral ministries. A staff member is employed part time for administrative purposes.

## **1. LEADERSHIP**

1.1 The Sisters of St Joseph of Cluny is an international Congregation of Religious Sisters with its Generalate in Paris. The Leader of Australia and Papua New Guinea Region resides in PNG. There are two communities in Australia, each with its own community leader.

1.2 The Region Leader appoints a Safeguarding Co-ordinator. The Safeguarding Co-ordinator is responsible for reporting to the Region Leader about the Congregation's performance with regards to the safety of children and adults at risk.

1.3 The Safeguarding Committee comprises of two sisters and the Safeguarding Co-ordinator. The committee meets regularly.

1.4 The Safeguarding Co-ordinator facilitates the implementation of this policy.

## **2. COMMITMENT**

2.1 This policy emphasises the total commitment of all sisters and staff member to safeguarding practices ensuring the safety, well-being and protection from any form of harm or abuse of children, youth and adults at all times. For the purpose of this document, a child is somebody under the age of eighteen.

2.2 We take zero-tolerance approach to child abuse and to the abuse of adults at risk by:

- Promoting child safeguarding regularly.
- Emphasising that child safeguarding is everyone's responsibility, sisters and staff.
- Actively monitoring safeguarding compliance and risk management.
- Educating and training of sisters and staff in matters pertaining to safeguarding children and adults at risk.

2.3 We adopt the National Catholic Safeguarding Standards from the Catholic Professional Standards Ltd. We fall under Category Two (Contact with Children)

2.4 All the sisters and staff member receive a copy of this policy.

### **3. PROVIDING A SAFE ENVIRONMENT TO CHILDREN AND ADULTS AT RISK**

3.1 We aim to provide a safe, open, and visible environment for children who might visit the communities and a safe environment for our senior sisters.

3.2 The Code of Conduct on the expected behavioural standards and our responsibilities towards children is found in Appendix A. All the sisters and staff member must sign the Code of Conduct.

### **4. COMPLAINT MANAGEMENT**

4.1 We have professional, legal and moral obligations to report an incident when we know a child is experiencing or is at the risk of experiencing abuse or form a suspicion of abuse or receiving a disclosure of abuse from another person

4.2 For more information, please refer to Appendix B – Child Safety Complaint Handling Policy.

### **5. RISK MANAGEMENT**

5.1 The Safeguarding Co-ordinator carries out a regular risk management process to prevent, identify and mitigate actual and potential risks relating to children. Our dwellings are monitored for the safety of the elderly sisters, adults at risk

5.2 For more information, please refer to Appendix C– Risk Management for Child Safety.

### **6. SAFE USE OF TECHNOLOGY**

6.1 We recognise we have a duty of care to maintain responsible use of all electronic equipment and the internet.

6.2 For more information, please refer to Appendix D – Safe Use of Technology Policy.

### **7. WORKING WITH CHILDREN CHECK**

7.1 All sisters (except sisters in residential age care) will have a Working with Children Check, the statutory screening requirement for people who work or volunteer in child-related work.

7.2 These Checks will be confirmed electronically with the Department of Justice, and will be recorded.

### **8. INFORMATION SHARING AND RECORD KEEPING**

8.1 Any complaint relating to child safety and the safety of adults at risk, will be recorded accurately, detailing the incident, complaint, response and decision.

8.2 We may need to disclose some personal information to external regulatory bodies in accordance with statutory requirements.

8.3 For more information, please refer to Appendix E – Information Sharing and Record Keeping Policy.

## 9. HUMAN RESOURCE MANAGEMENT

9.1 Recruitment of staff will reflect the Congregation’s commitment to safeguarding of children and adults at risk. Recruitment documentation and employment contracts will have specific reference to safeguarding. A Working with Children Check (WWCC) will be required of candidates who will need to demonstrate that they recognise the importance of boundaries and what constitutes good behaviour around children.

9.2 New staff member/s will receive induction on policies and procedures relating to the safeguarding of children and adults at risk before starting work.

## 10. CONTINUOUS IMPROVEMENT

10.1 This policy and all other relevant safeguarding practices are reviewed and updated yearly by the Safeguarding Committee.

*This Policy was launched in October 2020 .*



## SISTERS OF ST JOSEPH OF CLUNY CODE OF CONDUCT

The members and staff:

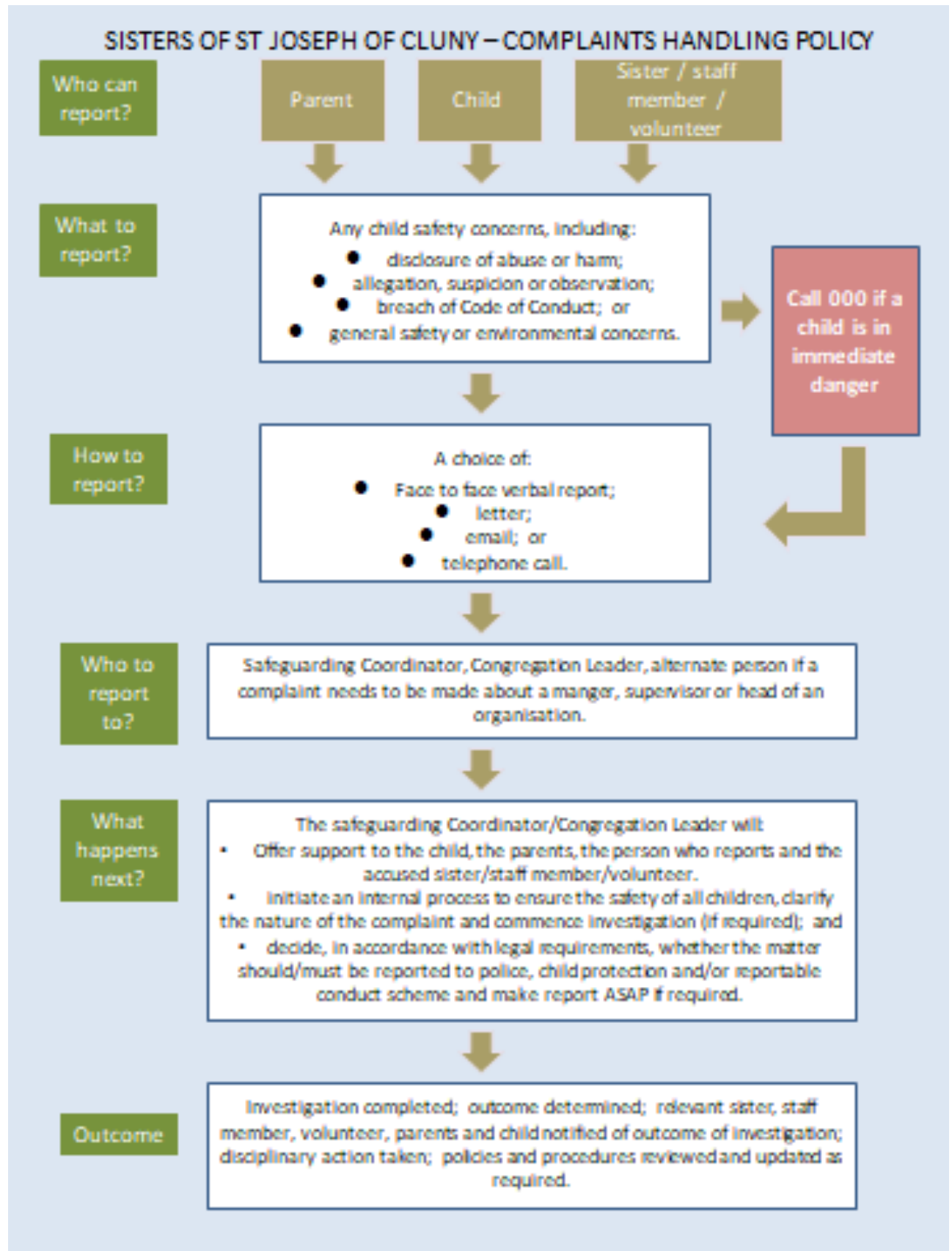
- a) Will exhibit the highest Christian ethical standards and personal integrity,
- b) Act lawfully and comply with all legislative requirements,
- c) Will provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment , maintaining clear boundaries about appropriate behaviour,
- d) Will avoid taking unfair advantage of a counselling relationship for their own benefit,
- e) Will not physically, sexually, verbally or emotionally abuse or neglect a minor or adult,
- f) Will share concerns about suspicions or inappropriate behaviour with the safeguarding officer
- g) Will accept their personal responsibility to protect minors or vulnerable adults from all forms of abuse.
- h) Will use the internet and other communication devices in an ethically appropriate manner.

I agree to abide by this Code of Conduct

..... Signature

..... Full Name

.....Date





## SISTERS OF ST. JOSEPH OF CLUNY

### Risk management plan

IDENTIFY RISK		ASSESS RISK			MANAGE RISK
<i>Category</i>	<i>Description</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Level</i>	<i>Management Actions</i>
	Children visiting convent.	Rare			Children must always be accompanied by an adult.



## SISTERS OF ST. JOSEPH OF CLUNY

### Safe Use of Technology Policy.

Internet access is available in our convents. Access and use will be in accord with the Congregation's Code of Conduct.

Education and training is provided about the online environment being consistent with the Congregation's Code of Conduct. This includes the use of mobile phones, tablets and social media.

This will cover

- the articulation of clear boundaries for online conduct between adults and children
- guidelines for taking, storing and using images of children;
- guidelines on appropriate online communication with children including via personal phones, emails and social media;

Each year personal computers and lap tops will be monitored for appropriate use and content. This will be carried out by the firm that provides IT services.





## SISTERS OF ST. JOSEPH OF CLUNY

### PRIVACY POLICY

#### PRIVACY AND CONFIDENTIALITY      INFORMATION SHARING AND RECORD KEEPING

The Sisters of St Joseph of Cluny will keep records securely in a manner adhering to the principles laid out in the Privacy Act 1988. Only such information as is necessary for Congregational purposes is collected and that this information will only be accessible by persons who are specifically authorised to access the information.

We recognize that the rights of the individual are to be protected; nevertheless in specific circumstances and for specific purposes access by particular authorities will be permitted.

To comply with principles under privacy laws we will fulfil obligations with respect to:

1. The necessity of personal information to be collected, and the means of collection of this information
2. The use or disclosure of personal information about an individual
3. Ensuring records are accurate, complete and adequately detail all incidents, complaints, responses and decisions.
4. The protection of information from misuse, loss and unauthorised access, modification or disclosure
5. The way in which personal information is managed, including the right of individuals to know what type of personal information relating to them is collected, held, used or disclosed
6. Individuals' rights to access, amend or annotate records about themselves are recognised to the fullest extent.
7. The identification of individuals
8. The right of individuals to anonymity when entering into transactions where lawful and practicable

#### RETENTION OF INFORMATION

Any files relating to a complaint, active or closed, will be held for at least fifty years and in accordance with any record keeping requirements by law.