

## PROCEDURES

## PROTECTING CHILDREN and VULNERABLE PEOPLE

in a parish where an offender or a person of concern worships

ACTION	RESPONSIBILITY	HOW	DOCUMENTS
Parish Priest advises DoPS of offender or person of concern attending parish	Rector/Priest-in-Charge	Email/telephone	File Note by DoPS of advise or written advice
DoPS becomes aware of offender or person of concern attending or wishing to attend parish	DoPS	Initiate contact with Rector	File Note by DoPS of advice or written advice
Develop plan to implement policy  Establish group and Agreement	Rector and DoPS  Wardens	Meeting of Rector and others	Minutes of meeting  Outline of matters to be addressed in meeting.
If agreement cannot be reached or parish declines to participate	DoPS	Inform Archbishop of situation and basis of failure to reach agreement and/or reasons for non-participation	Memo with details and recommendations for further action
Meeting with offender or person of concern to inform of Policy and Agreement  Confirm response of offender or person of concern	Rector [with DoPS]	Face-to-face meeting  Meeting to examine: <ul style="list-style-type: none"> <li>• acceptance of full responsibility for offences [offender only]</li> <li>• level of remorse [offender only]</li> <li>• participation in accredited program [offender only]</li> <li>• level of cooperation with policy</li> <li>• acceptance of terms of Agreement</li> <li>• signing of Agreement</li> </ul>	Policy and Agreement  Minutes of meeting documenting responses to points identified

Sign Agreement	Rector, DoPS, offender	Meeting	Agreement – signed and copies distributed
If offender or person of concern declines to sign Agreement, advise offender or person of concern that restrictions and other constraints are still to be observed	DoPS and Rector	Advice to offender or person of concern – <ul style="list-style-type: none"> <li>restrictions and constraints must still be observed</li> <li>Rector and DoPS will continue to monitor person's conduct to ensure compliance</li> </ul>	Letters to Rector, Wardens and offender or person of concern  Memo to Archbishop
Set up 'accountability group'	Rector	Selection of 3-5 parishioners who will provide oversight to Agreement and provide support	Policy documents  Agreement
Provide information and training to group	DoPS	Information and training sessions	Policy document
Announcement to parish is made	Rector and DoPS	Consider – <ul style="list-style-type: none"> <li>is offender or person of concern known to parish</li> <li>level of risk to children</li> <li>contact person for concerns/queries</li> <li>verbal or written</li> <li>by whom</li> <li>to whom</li> </ul>	Statement wording  Record of date of announcement
Pastoral care to parish	Rector [with support from DoPS]	Offer of care to anyone with concerns or history of abuse	Record of meeting
Pastoral care to Rector	Bishop [requested by Rector or DoPS]	Personal contact following meetings	Record of conversations
Review of Agreement	Rector and DoPS	Every twelve months	Agreement and amendments if necessary