

### **ISMAPNG Policies and Supplementary Documents referred to in this Statement**

All of the policies and procedures referred to in the Statement are in writing. All have been established or reviewed since the commencement of the Royal Commission.

They can be accessed through:

The Institute Leader  
 The Institute Centre  
 PO Box 284  
 Petersham NSW 2049  
 Phone +612 9572 5400  
 Email [institute@ismapng.org.au](mailto:institute@ismapng.org.au)

The following are on the ISMAPNG public website:

Professional Standards Policy  
 Protection of Children and Vulnerable Adults  
 ISMAPNG Code of Conduct

### **List of Documentation for Professional Standards**

#### **Main Structure Documents**

- 1 ISMAPNG Constitution
- 2 ISMAPNG Professional Standards Policy (approved 2011)
- 3 ISMAPNG Child and Vulnerable Persons Protection Policy (ILT approved July 2016)
- 4 Professional Standards Unit (ILT approved February 2016)
- 5 Terms of Reference for a Professional Standards Panel Network for Mediation (ILT approved July 2016)
- 6 Terms of Reference for the ISMAPNG Professional Standards Consultative Panel (ILT approved February 2016)
- 7 Process for Responding to a Professional Standards Complaint (ILT approved February 2016)
- 8 Policy for Pastoral Care to Support Abused Survivors (ILT approved July 2016)
- 9 Delegation for approval of settlement amounts for professional standards claims (IL approved July 2016)
- 10 ISMAPNG Code of Conduct

#### **Supplementary Documents**

- 1 Mandatory Reporting protocols for professional standards matters
- 2 Procedures for pastoral care services
- 3 Procedure Pastoral care payment request form
- 4 Position description for pastoral care providers (contract position on needs basis)
- 5 Template memorandum of understanding with pastoral care providers
- 6 Template Notification document to inform IL regarding professional standards matters
- 7 Template document for reporting and providing update to ILT/ELT in relation to professional standards matters

- 8 Access to Orphanage Records from ISMAPNG Archives
- 9 Form — Orphanage Enquiry
- 10 Procedure Access to Deceased Sisters Records from ISMAPNG Archives
- 11 Form — deceased sister Procedure to access deceased sisters records enquiry
- 12 Memo to all who assist Institute in handling professional standards matters
- 13 Guidelines for review of professional standards claims
- 14 Procedures for management of sisters who are the subject of a complaint of any form of abuse