

Coordinator's Edition

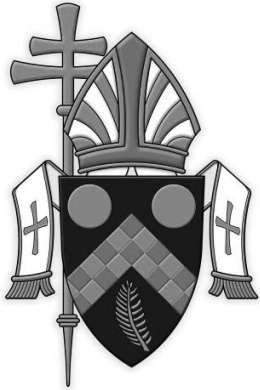
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CHILDREN'S LITURGY OF THE WORD (CLOW) INDUCTION

Safeguarding Children and Vulnerable Adults

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2016



Preamble for Coordinators

This package of materials contains important information for the co-ordinator of this ministry.

The **Volunteer's Edition** of these materials should be distributed to each of the ministry volunteers during an induction/formation session for the group of ministry volunteers, at the beginning of the year (or when they commence serving in the ministry).

The purpose of this package is to ensure that safeguarding practices have been adopted and implemented in this ministry.

CLOW Volunteer's Edition

Each person who undertakes the role of CLOW Leader should receive a copy of the Volunteer's Edition of this document so that they are clear about what they are to do.

The Coordinator should take the volunteer through the Induction booklet and work with the volunteer in responding to the provided Scenarios.

Risk Assessment – CLOW

The coordinator should complete a risk assessment for the CLOW activities in this specific parish. The generic risk assessment has been provided and is to be modified to accurately reflect the local context.

Once completed a copy of the risk assessment should be added to the Volunteer's Edition of this document and made available to each person serving in this ministry so that they are aware of the possible risks and the appropriate risk mitigating strategies. A copy is also required to be kept in the Parish Office for WHS compliance.

Volunteer Requirements

Volunteers at our Parish will need to:

- Complete the Volunteer Data form
- Sign the Code of Ethical Behaviour
- Complete the Archdiocesan Safeguarding Training within 6 mths of commencing the role
- Read and understand the Task Description for the volunteer position
- Read and understand the risk assessment for the ministries activities.
- Been made aware of the
 - Volunteer Policy
 - Privacy Policy
 - Safeguarding Children and Vulnerable Adults Policy
 - Workplace Health and Safety Policy.

Purpose of this ministry

Its purpose is to have children participate in a liturgical celebration, where all the principles of good liturgy (active participation, clear symbols, etc) apply.

It ritual centred on the proclamation and breaking open of the scriptures. The children do what the rest of the community is doing at this point of the Mass. They listen to the scriptures proclaimed and applied to contemporary life and respond in various ways. It is an experience of prayer, of dialogue with God. *Guidelines for Children's Liturgy of the Word. Brisbane Catholic Education and The Liturgical Commission (2003).*

Task description:

The Archdiocese of Brisbane has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, young people and vulnerable adults.

VOLUNTEER REPORTS TO: Parish Priest/Administrator

PURPOSE OF ROLE: Working in a team of at least two, lead children's groups in the celebration of Liturgy of the Word that is appropriate to their level of understanding. This is conducted separately from the gathered assembly.

TASKS: Assigning all or some of these tasks is at the discretion of the Parish Priest/Manager.

- To provide a warm, welcoming, peace-filled spiritual experience of the Liturgy of the Word that is relevant, participatory and meaningful to children.
- To celebrate the Liturgy of the Word, the ritual and prayers with the children in a manner that is accessible to them. The CLOW is ritual-centered on the proclamation and breaking open of the scriptures.
- The children do what the rest of the community is doing at this point of the Mass. They listen to the scriptures proclaimed and applied to contemporary life and respond in various ways. It is an experience of prayer, of dialogue with God.

Our Parish is committed to safeguarding children and vulnerable adults from harm and abuse.

Code of Ethical Behaviour

This Code of Ethical Behaviour clarifies and affirms the standards of behaviour that are required by all clergy, members of religious orders, employees and volunteers within our Parish, to preserve and ensure the health and wellbeing of children and vulnerable adults in the Parish.

We, as the Parish, promote and are committed to:

- providing an environment that is safe and free from harassment, harm and abuse;
- complying with the requirements and recommendations of the Prevention and Protection Policy, which applies to everyone who works (whether in a paid or volunteer capacity) in the pastoral structure of the Archdiocese of Brisbane;
- ensuring that all relevant persons exhibit the highest Christian ethical standards and personal integrity in their conduct;
- upholding the safety, dignity and respect of all people within the Parish, by conducting ourselves at all times in a moral manner consistent with the discipline, norms and teachings of the Catholic Church;
- fostering safe and supportive relationships within the Parish, by not taking advantage of any pastoral or authoritative role for our own benefit, and by complying with the requirements of the laws in force in Queensland regarding the reporting of any actual or suspected abuse of children and/or vulnerable adults;
- responding with integrity to those who are poor, alienated or marginalised, by not acting in an abusive or neglectful manner, and by sharing concerns about suspicious or inappropriate behaviour confidentially with the Parish's Local Safeguarding Children Representative; and
- maintaining appropriate boundaries in all contact settings (including virtual settings), including by:
 - demonstrating behaviour consistent with our designated roles and responsibilities within the Parish;
 - avoiding inappropriate emotional and/or physical attachment and/or contact;
 - not forming or engaging in relationships of a sexual nature;
 - not accepting gifts or entering into financial relationships or transactions; and,
 - not disclosing inappropriate personal information.

Two Adult Rule

We, as the Parish, have adopted the recommendation in the Prevention and Protection Policy, that as far as is reasonably practicable, no fewer than two adults should be present during any Parish event or ministry involving children and/or vulnerable adults.

By adopting this recommendation, the Parish:

- minimises, as far as is reasonably possible, the risk of an incident of harm or abuse occurring; and therefore
- best ensures that the safety and wellbeing of children, vulnerable adults and volunteers within the Parish is preserved.

The Parish's adoption of this recommendation also:

- protects relevant persons against false allegations of harm and abuse; and
- sends a clear statement that children and vulnerable adults are important and valued.

Reporting of concerns and/or allegations of actual or suspected harm and abuse

All reporting of allegations and/or concerns of actual or suspected harm and abuse in relation to children and/or vulnerable adults is:

- taken seriously; and
- highly sensitive, and must be treated in a sensitive and confidential manner with respect for the privacy of the reporting person(s) and the persons the subject of the allegations and/or concerns.

Reasonable grounds to suspect harm or abuse in relation to a child and/or vulnerable adult include:

- a child and/or vulnerable adult disclosing that they have been, or may have been, harmed;
- a person disclosing that harm has occurred or is likely to occur;
- significant changes in the behaviour of a child or vulnerable adult, or the presence of new unexplained and suspicious injuries; and/or
- direct witnessing of harm or abuse.

We, as the Parish, have adopted the procedure prescribed in the Prevention and Protection Policy for the reporting of allegations of actual or suspected harm and abuse of children and/or vulnerable adults. This procedure specifies the action that must be taken if any concern, allegation, suspicion or disclosure is made, whether current or historical, that indicates a relevant person has:

- behaved in a way that has harmed a child and/or vulnerable adult, or may have harmed a child and/or vulnerable adult;
- committed a criminal offence against a child and/or vulnerable adult, or related to a child and/or vulnerable adult; and/or
- behaved towards a child and/or vulnerable adult in a manner indicating they are unsuitable to work with children and/or vulnerable adults.

If any person within our Parish becomes aware of the actual or suspected commission of harm and abuse of a child and/or vulnerable adult, they must immediately report their concern and/or allegation to the Parish's Local Safeguarding Children Representative or, alternatively, to the Parish Priest.

Positive Notice to Work with Children Check (Blue Card)

Our Parish complies with the legislative requirements of the *Working with Children (Risk Management and Screening) Act 2000*, for the development and implementation of an annual risk management strategy prescribing screening requirements for volunteers and employees.

The Positive Notice to Work with Children Check is a national check of a person's criminal history. Volunteers working with or in relation to children within our Parish must apply for and obtain a Blue Card. It is the responsibility of the volunteer to ensure that their Blue Card is maintained and current.

Police Checks

Those working with vulnerable adults will be required to complete a Police Check before commencing in their ministry. This applies to ministry visits to nursing homes, aged care facilities, hospitals and private residences.

How to use the following risk assessment document:

The following risk assessment document has been prepared as a generic starting point for parishes to complete their own risk assessment specific to their context, the local conditions and risks.

To complete your own risk assessment save this sample and then add or delete details to reflect the conditions and risks in your parish. You may have the same or similar risks or risks that are very different from the examples given here.

The important thing is that you have a risk assessment on this activity that reflects your parish and that you act upon controlling any risks with appropriate actions.



RISK ASSESSMENT – Children’s Liturgy of the Word (CLOW)

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Required
Recruitment and induction of CLOW leaders	CLOW leader: unknown to Parish; not a Blue Card holder; does not understand/follow role description; does not understand/use positive behaviour management approach; does not understand/use code of ethical behaviour	Physical, Emotional/Psychological, Sexual harm to children	<<Enter here the controls specific to your Parish context>> For example: Recruitment and induction procedures followed according to Safeguarding policy	Moderate – high	Nil if controls are in place
Gathering children to walk to the location	Child wandering off from the group Child slipping/tripping	Physical injury or missing child	Children lined up in pairs 2 adults with the group (if only 1 adult ensure an additional adult e.g. parent is invited to sit with the group) 1 adult leading and 1 adult walking behind the group	Low	nil
CLOW teaching session	Non-compliant behaviour in a child/ren	Physical injury to volunteers/other children Disruption of the teaching session	Established group rules and behaviour expectations Assigning 1 adult leader to sit in close proximity to non-compliant child/ren Provision of engaging material Use of positive behaviour specific feedback (e.g. great sitting up, good listening)	Low – moderate depending on specific cohort	CLOW leaders to understand the needs of the specific children within the group
	Overly large number of children in attendance	Physical injury or neglect of child/ren	Maintain a manageable leader/child ratio – e.g. 1:20	Low	If necessary invite a parent to assist
<<Enter other identified elements here>>					

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Required
Impact of CLOW physical environment	<<Enter here the hazards specific to your Parish context>>				
	For example: Chairs stacked in unsafe manner	Physical injury to a person	No more than 5 per stack Facing towards the wall	Low	nil
	Use of lit candles	Physical injury to a person Fire	Candles should be held within a safe stable container e.g. glass container No flammable items in close proximity Use long matches Lighting of candles to be well supervised by an adult Ensure candles are properly snuffed after use	Moderate	Consider using an alternate to a lit candle
	Use of stationery equipment e.g. scissors	Physical injury to a person	Use round nosed scissors Careful supervision of children Teach appropriate technique for use of and handing scissors to others		
	Electrical equipment including power points and cords	Physical injury to a person	Residual current device (circuit breaker) should be fitted to power supply of building Annual checking of electrical equipment including cords		
	Use of chemicals e.g. paints and glues	Physical injury to a person	Ensure chemicals paints and glues are for use by children and do not contain leads etc Material safety data sheets must be kept for all chemicals use on site These can be sourced from the manufacturer on line		

	Food allergies	Physical injury to a person	Ensure if food is being served that you are aware of any children who suffer food allergies and make alternative arrangements to ensure inclusion.		
	Safe food handling	Physical injury to a person	Follow safe food handling principles For further information http://www.health.qld.gov.au/ph/documents/ehu/31556.pdf		
	CLOW space either overly hot or cold	Physical Injury	Ensure children and trainer are well hydrated and suitably clothed for conditions. Ensure space is well ventilated. Use fans/heaters as necessary to modify conditions.	Low	Nil if controls are in place
Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Required
Toileting	Child going to toilet on their own	Child wandering away Another person at the toilet at the same time as the child Child having difficulty with clothing or other matter	<<Enter here the controls specific to your Parish context>> Elements to consider: Location of toilet Parents toilet the child prior to CLOW Where the practice of the local primary school is to send children to the toilet in pairs the Parish could adopt this practice depending on toilet location, if the toilet is in line of sight of the supervising adult.	Low - moderate	nil

Scenarios for CHILDREN'S LITURGY OF THE WORD – Coordinator's Edition

Scenario 1

You are rostered to lead Children's Liturgy of the Word on Sunday. After the priest calls the children together before they go to the hall next door, you realise that your usual C.L.O.W partner is not at Mass. What action can you take to ensure that C.L.O.W goes ahead and that both you and the children are safe?

Appropriate Response:

The 'two adult rule' applies particularly when working with children. It is not desirable to cancel C.L.O.W. A suitable safeguard measure would be to ask another adult to sit in on the C.L.O.W. session with you as a support person for both you and the children.

A suitable pathway that does not take the group across the car park should be mapped out. It is preferable that the children walk around the car park as far as possible away from the vehicles.

Scenario 2

C.L.O.W is conducted in the parish hall which is on the other side of the car park from the church. The children are often excited to get to the hall for C.L.O.W and tend to run directly across the car park ahead of you and your teaching partner. What are the risks here? What do you need to do to ensure that both you and the children are safe?

Appropriate Response:

While the risks of a car coming into the car park during the time of Mass are low, it could happen. Children need to be gathered together and trained to walk with the C.L.O.W. leaders – one adult at the front and one adult at the back. Children who have difficulty following directions should take the adults hand.

Scenario 3

Your C.L.O.W teaching partner has been in this ministry for many years. She is a grandmother and very demonstrative with the children. It is not unusual for her to sit the children on her knee or to have them stand between her legs when she is speaking with them. What are the risks here? What do you need to do to ensure that everyone is safe?

Appropriate Response:

This C.L.O.W. leader is putting herself at risk because her demonstrative actions may be misconstrued by someone observing. She needs to modify her actions so that the child is not sitting on her lap or standing between her legs. This woman does not need to stop being demonstrative towards the children, however she needs to modify her actions so that they cannot be misinterpreted. It would be better for the child to sit or stand beside her. The C.L.O.W. leader would still be able to put her arm around the child