

SAFE ENVIRONMENTS FOR ALL (SEFA) CHECKLIST TOOL

The SEFA Program focuses on the care, wellbeing and protection of children, young people and the vulnerable.



February 2015

The five goals are:

Goal 1: Empowerment of Children and Young People

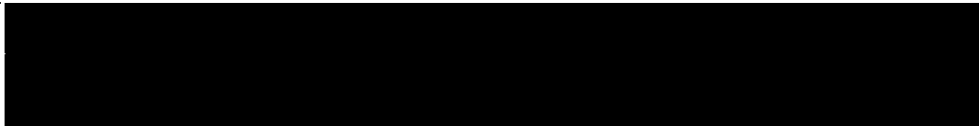
Goal 2: Information and Communication

Goal 3: Organisational Structures – Built Environments, Governance and Leadership, and Human Resources

Goal 4: Procedures responding to Child Protection allegations

Goals 5: Education and Training





Child
Protection

The Catholic Archdiocese of Adelaide (CAA) is committed to the care, wellbeing and protection of children, young people and the vulnerable.

It recognises the dignity of each individual and shares responsibility, with their families and the broader community, for their care, wellbeing and protection.

The CAA's message is that child protection is the **responsibility of every adult.**

The **Safe Environments for All Program (SEFA)** strengthens the CAA's commitment to its responsibility in supporting children, young people and the vulnerable, both within the Parish and within the wider community in which the Parish serves.

Child Protection Unit (CPU), Catholic Diocesan Centre
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www.adelaide.catholic.org.au/our-people/child-protection

GOAL 1:

The Parish nurtures the active and respectful participation of children and young people in its Masses and in its child-focussed activities (for example the Sacrament Program).

- The Parish has a **welcoming environment** for children and young people attending its Masses and in its child-focused activities.
- The Parish displays materials (e.g. **pictures, banners**) that have been completed by the children of the Parish, as an acknowledgment of their participation in the life of the Parish.
- The Parish displays the **United Nation's Declaration of the Rights of the Child**.
- The Parish Staff and Volunteers are mindful of, and respect, the **physical and emotional boundaries** of relationships between adults, children and young people.
- The Parish includes children, as much as practically possible, in **dialogue** regarding activities of the church that involve them; for example children's liturgy and the Sacrament Program.
- The Parish **builds relationships with local community organisations** engaged in supporting the care, wellbeing and protection of children, young people and the vulnerable.

GOAL 2:

The Parish provides information and communication to its Staff, Volunteers and Parishioners about the activities and initiatives supporting the SEFA Program.

- The Parish Office provides information supplied by the Child Protection Unit (CPU), Diocesan Centre, to Staff and Volunteers about **Child Safe Environments Training** and **Child Safe Contact Person (CSCP) Forums**.
- The Parish actively promotes and participates in **Child Protection Week** (2nd week of September) and **Child Protection Sunday** (2nd Sunday of September).
- The Parish appoints a volunteer **Child Safe Contact Person** who keeps in regular dialogue with the Parish Priest and Parish Pastoral Council.
- The Parish Office contacts the CPU with any questions or concerns about Child Protection and the implementation of the SEFA Program in their Parish.
- The Parish Office places a **monthly 'Child Protection' insert** in the **Parish Bulletin**, using information supplied by the CPU, Diocesan Centre.

GOAL 3:

The Parish's procedures and processes for its built environment, governance and leadership, and the recruitment of Staff and Volunteers support the implementation of the SEFA Program.

- The Parish is committed to a **built/physical environment** (buildings, interview rooms, confessionals, carpark, recreation areas) that is **child safe and child friendly**.
- The Parish has clear **procedures and processes** for the **recruitment and induction** of Staff and Volunteers, inclusive of clear job descriptions and volunteer roles.
- **The Parish Pastoral Council** regularly discusses at its meetings, actions and initiatives for the **implementation of the SEFA Program** within the Parish.
- The Parish has in place procedures and processes to **manage and record any Child Protection concerns** that may arise within the Parish.
- The Parish Staff and Volunteers have current **Police Check Clearance**.
- The Parish's **Induction Training** of its Staff and Volunteers includes information about Child Safe Environment Training, 'In a Nutshell' Volunteer Briefings and the implementation of the SEFA Program.

GOAL 4:
The Parish Staff and Volunteers understand and act on their mandatory responsibilities with respect to Child Protection.

- The Parish Staff and Volunteers are aware of their duties as **Mandated Notifiers**.
- The Parish appoints a volunteer **Child Safe Contact Person**. The CSCP is an appointed volunteer that parishioners can dialogue with, should they have questions or concerns to raise about Child Protection.
- The Parish Leadership through its regular communication and action raises the awareness to its parishioners of the **SEFA Program** implemented within the Parish.
- The Parish Staff and Volunteers sign the **Working with Children Code of Conduct** as an acknowledgment of their commitment to SEFA Program within their Parish.
- The Parish displays the South Australian *Catholic Child Protection Council Charter*.

GOAL 5:

The Parish Staff and Volunteers receive education and training that help them to action their ethical and legal responsibility to **RECOGNISE** indicators of child abuse and neglect and **IMPLEMENT** reporting guidelines.

- The Parish Staff and those Volunteers working directly with children and young people have current **Child Safe Environments Training**, per the government-mandated requirements (Initial 7 hour training and then 3 hours every 3 years).
- The Parish Volunteers not working directly with children and young people attend every 3 years a 90 minute **'In a Nutshell' Volunteer Briefing**.
- The 'In a Nutshell' Volunteer Briefing includes an overview of the indicators of child abuse and neglect, the mandatory reporting requirements and outlines the implementation of the SEFA Program.
- The Parish Staff and those Volunteers working directly with children and young people are encouraged to develop their knowledge, skills and capacity to be **competent in protecting children**.

The Parish refers to the following CHILD PROTECTION POLICY AND PROCEDURES documents when implementing the 5 goals of the Safe Environments for All Program.

- South Australian Catholic Child Protection Council (SACCPC) *Policy for the Care, Well Being and Protection of Children and Young People*.
- SACCPC Procedures to assist the *Catholic Church Community and Church Personnel to implement the Policy for the Care, Well Being and Protection of Children and Young People*.
- *Protective Practices for staff in their interactions with children and young people*.
Government of South Australia, Department of Education and Children's Services (2011).

There are four SEFA Program 'How to Guides' for Parishes:

- How to select and appoint a volunteer Child Safe Contact Person (CSCP) in the Parish.
- How to conduct a Parish review of the implementation of the SEFA Program.
- How to induct volunteers who work directly with children and young people in the Parish.
- How to celebrate national Child Protection Week and Child Protection Sunday in the Parish.

SEFA PROGRAM IMPLEMENTATION, REVIEW AND ACTION STEPS

On a rotating 15 month cycle the Child Protection Unit will conduct an external review in Parishes of the implementation of the SEFA Program.

These external reviews have two aims: one to support Parishes in their SEFA commitment, and second to support consistent standards across the diocese.

- The Catholic Archdiocese of Adelaide takes a **preventative, proactive and participatory** stance on Child Protection.

This Child Protection stance is demonstrated by the SEFA Program and by a commitment from Parishes to the following four action steps.

1. The Parish promotes and prioritises the **faith message** of Child Protection.
“Let the children, come to me; do not stop them, for it is to such as these that the Kingdom of God belongs.” (Mark 10:13-15)
2. The Parish appoints a **volunteer Child Safe Contact Person**.
3. The Parish Clergy, Staff and Volunteers have current **Child Safe Environments Training**.
4. The Parish actively implements and regularly reviews the **five goals** of the SEFA Program.