

THE MISSIONARIES
OF GOD'S LOVE



Child Protection and Safeguarding Policy

THIS POLICY WAS LAST UPDATED IN JULY, 2020





Contents

| | |
|---|----|
| Commitment Statement | 4 |
| Policy for Safeguarding | 7 |
| Code of Conduct | 18 |
| Risk Management | 22 |
| Complaints Procedure | 28 |
| Incident Report Form | 32 |
| Complaints Form | 34 |
| Record Keeping | 36 |
| Internet, Email & Social Networking | 40 |
| Volunteer/Staff Members | 46 |
| Declaration Priests and Brothers | 50 |
| Declaration Volunteers and Employees | 51 |
| Safeguarding Committee | 52 |
| Safeguarding Coordinator | 53 |
| Professional Standards Unit | 54 |

Appendix

| | |
|--|----|
| A Legal Obligations and the Relevant Legislation | 56 |
| B Church Protocols | 57 |
| C Promoting Culture, Diversity and Safety | 58 |
| D Complaints Procedure State and Territory Contact Details | 60 |
| E Support Services | 64 |
| F Overcoming Barriers to Disclosure | 64 |
| G Handling Disclosure | 65 |
| H Flow Chart: Response to Disclosures/Misconduct | 66 |
| I Vatican Reporting Requirements: Vox Estis Lux Mundi | 67 |
| J Flow Chart: Complaints Procedures | 68 |

MGL Missionaries of God's Love
SC Safeguarding Coordinator
PSU Professional Standards Unit

Commitment Statement to Child Safety

1.

The Missionaries of God's Love is actively committed to fostering communities of safeguarding that champion the dignity and rights of all children. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, which upholds the love, justice and sanctity of each human person at the heart of the gospel

2.

Every person within the Missionaries of God's Love who comes into contact, or works, with children seeks to uphold the dignity of all children and commits to establishing safe and supportive relationships.

3.

We encourage open communication whereby families and communities are informed of relevant issues and participate in decisions about the safety of children. It is particularly important to us to look for avenues to empower children to have a say and be listened to.

4.

We actively seek to become and remain informed of the causes and signs of child abuse and neglect. When we receive information about concerns or witness any matter relating to abuse of a child, we respond appropriately and report any such concerns to the appropriate authority. This includes contacting the police immediately where there may be immediate risk of harm to any person, especially a child.

5.

The Missionaries of God's Love has documented policies and procedures to prevent risks to children and build a strong culture of safeguarding. All priests, brothers, staff and volunteers are expected to follow these policies and procedures and contribute to the culture of care and protection of all children.

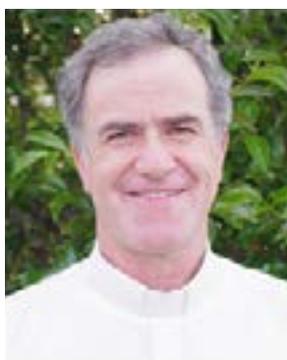
6.

We plan, organise and review all activities with children, proactively considering potential risks and strive to ensure risks are reduced, and eliminated where possible. Everyone is encouraged to communicate any area of concern or where you think our approach may need improvement.



7.

Anyone who brings forward a suspicion, concerns, knowledge or allegation of current or past abuse of a child to the Missionaries of God's Love will be responded to sensitively, respectfully, actively and in a timely manner, in line with our lawful obligations and our own Complaints Handling Policy.



For more information or to raise a concern, please contact our Safeguarding Coordinator

Fr Stephen Fletcher MGL (SC)
MGL Safeguarding Coordinator (SC)

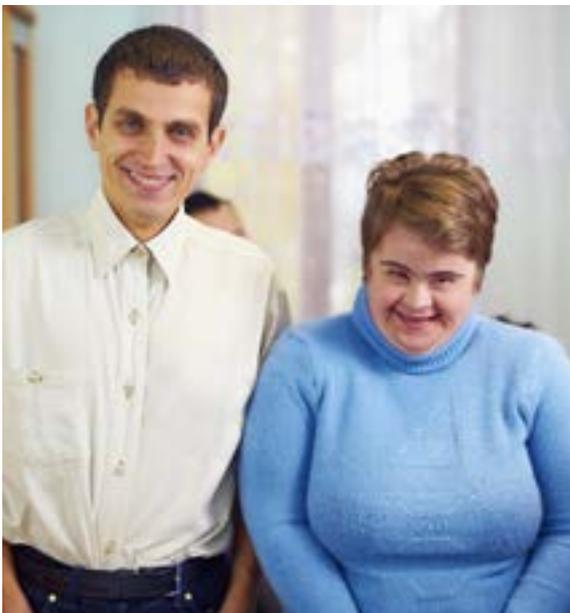
T. (08) 8927 8913 M. 0403 967 194

E. mgl safeguarding@gmail.com

PO BOX 40629 CASUARINA NT 0811
BEATON ROAD BERRIMAH NT 0811

8.

We regularly undertake internal and external auditing of our safeguarding policies and practices to make sure that they always support a culture and practice that puts the safety of children at the centre of our thinking and action. We listen to the voices of children as we constantly strive to remain vigilant and make improvements.



Policy for Safeguarding Children & Vulnerable Adults

PREAMBLE

This policy sets out practice and procedure to safeguard from abuse children and vulnerable adults who are in the care of or in contact with the Missionaries of God's Love (MGL).

Children, young people and vulnerable adults have a fundamental right to be respected, nurtured and safeguarded by all. The Missionaries of God's Love is firmly committed to ensuring that all members and personnel value, nurture and safeguard children and vulnerable adults. To achieve this commitment it is necessary that anyone in the care of or involved with the Missionaries of God's Love be provided a safe and supportive environment. It is particularly important to provide such an environment for children and young people and protect them from all forms of abuse and neglect, notably sexual and/or physical abuse.

Child abuse is a terrible crime, which causes long lasting, sometimes lifelong, psychological trauma for the individual, abused, and can severely diminish their life chances. It has been observed that clerical child abuse in the Church has often been kept hidden due to a culture of clericalism, secrecy and self-protection. The Missionaries of God's love has a zero tolerance for child abuse by its members and seeks to do everything possible to avoid clericalism and elitism, seeking rather to encourage a healthy culture of transparency and collaboration with the laity. The MGL also actively works to foster a culture of transparency where, in the context of an accepting brotherhood, members are able to be appropriately vulnerable with one another about their struggles in life.

It is essential to have in place best practice in terms of policy and procedures to minimise the possibility of abuse occurring in the first place. However, in the event of a complaint or allegation of child abuse against one of its members, Missionaries of God's Love must assist the victim in all ways possible. This includes ensuring that victims always feel listened to and that their needs have been responded to. The MGLs recognise that there is also a responsibility to provide pastoral care for any alleged perpetrators in circumstances where an allegation is made, and that due process and the rule of law are adhered to when investigating complaints.

MGL SAFEGUARDING COMMITTEE

The Safeguarding Committee oversees and monitors policies, procedures and practices, which safeguard children engaging with the Missionaries of God's Love. It ensures safeguarding functions are embedded in the governance structures and practices of the Missionaries of God's Love (see Safeguarding Committee, pg 50).

DEFINITIONS

Definitions relevant to this policy, such as the definition of "child sexual abuse" are contained in the Glossary.

LEGISLATION AND CHURCH

PROTOCOLS

The MGLs are committed to ensuring that all MGL members and personnel comply with all relevant state and territory government legislation (see Appendix A), the *MGL Child Safeguarding Code of Conduct* as well as all requirements of the Catholic Church in Australia in respect of safeguarding children and vulnerable adults (see Appendix B).

COMMITMENTS

This policy aims to optimise a safe and nurturing culture for all children, young people and vulnerable adults and rests on the Missionaries of God's Love commitment to:

- 1) The primacy of the welfare of the vulnerable, especially children
- 2) The creation of a safe and nurturing culture in MGL communities and ministries
- 3) Thorough and rigorous appointment, employment and formation practices
- 4) Best practice training for all MGL members and personnel in relation to safeguarding of children, young people and vulnerable adults
- 5) Proper and prompt disclosure to the relevant authorities, and timely discourse to the Missionaries of God's Love and wider community

Commitment 1

THE PRIMACY OF THE WELFARE OF THE VULNERABLE, ESPECIALLY CHILDREN

At all times, the ongoing safety and wellbeing of the child or vulnerable adult must be the primary focus of care and decision-making

Protocol

Acting in the best interests of the vulnerable

Acting in the best interests of children and vulnerable adults requires all MGL members and personnel to act to protect them from harm, protect their rights and, in the case of children, promote their development in ways appropriate to their gender, age and culture. For the purpose of this Policy, acting in the best interests of the child includes:

- Reporting all allegations or disclosures of sexual, physical and emotional abuse and neglect – as set out in Commitment 5;
- Reporting to the appropriate authority when a belief is formed that a child has been harmed or is at risk of being harmed;
- Making the child's ongoing safety and wellbeing the primary focus of decision-making;
- Sharing appropriate information, expertise and resources with other service providers supporting the child
- Protecting and promoting the cultural and spiritual identity of a child and maintaining their connection to their family or community of origin; and
- Enabling the child and the child's family to access appropriate services in order to reduce the long-term effects of abuse or neglect

Diversity

The Aboriginal and Torres Strait Islander people have had a painful history of oppressive, interventionist and paternalistic policies and actions into their communities, families and children by non- Aboriginal government and non- government agencies. Many continue to suffer intergenerational trauma. Poverty,

social disadvantage, incarceration, racism are just a few factors which has the consequence of children and young people experiencing discrimination, exclusion and isolation. Aboriginal and Torres Strait Islander children and young people may be targeted for abuse and other forms of maltreatment as a result of their marginalisation. The mistrust and fear of authority common in Aboriginal and Torres Strait Islander communities also means that children and young people experience additional barriers to reporting abuse to the authorities such as police or child protection services. Therefore, we must work with the Aboriginal leaders, and under their direction with their children (see Appendix C).

Children with a disability or from culturally and linguistically diverse backgrounds, or sexually diverse are particularly vulnerable to abuse and exploitation.

Duty of Care

MGL members and personnel have a moral duty of care to support and protect vulnerable persons, including children and young people, with whom they are professionally involved or are in contact. In most circumstances, they will also owe those children and young persons a legal duty of care.

If an MGL member believes a child or vulnerable adult has been harmed or is at risk of harm, that person is morally bound, and, generally has a legal duty to take action to protect the safety and wellbeing of that child or vulnerable adult. In some cases, MGL members and personnel have an obligation to report such a belief to authorities, and criminal penalties apply for breaching that obligation (see Commitment 5).

Duty of care is breached if an MGL member:

- Fails to do something that a reasonable person in their position would do in the circumstances; or
- Acts or fails to act in a way that causes harm to someone to whom the person owes a duty of care

In the event of suspicion of harm or grooming

Where an MGL member suspects that a child or young person is being or likely to be harmed physically, sexually or emotionally, by another MGL member,

volunteer or employee, that person must raise the matter with the Moderator of the Missionaries of God's Love. If the Moderator is the suspected perpetrator, or not available, then the MGL Safeguarding Coordinator (SC) should be contacted.

The Moderator, who is notified of such a suspicion must, in consultation with the MGL Safeguarding Coordinator, in triage with the MGL Professional Standards Unit (PSU), the reporter and other appropriate MGL members in the relevant community or ministry:

- Determine what, if any, direct protective action needs to be taken;
- Determine whether there is an applicable mandatory reporting obligation;
- Determine whether, independent of whether there is a mandatory reporting obligation, it is appropriate to report the suspicion to authorities; and
- Document the decision and decision-making process



Commitment 2

THE CREATION OF A SAFE AND NURTURING CULTURE IN MGL COMMUNITIES AND MINISTRIES

All MGL members and personnel must adhere to this policy, which regulates interactions between them, children and vulnerable adults.

Protocol

General Principles

MGL members and personnel should treat all people in a manner that fully respects their dignity and rights. They must avoid actions or behaviours that are, or could be construed as, potentially abusive or poor practice. This applies particularly to children and vulnerable adults. MGL members and personnel should:

- Provide, by their own behaviour, an example of good conduct at all times;
- Operate within MGL principles, and any specific procedures and practices their ministry may have in place;
- Respect each person's personal boundaries;
- Help children and young people with information as to how, where and from whom they can seek help if they are experiencing serious problems;
- Challenge and report behaviour that is abusive or potentially abusive;
- Develop a culture where children and young people can talk openly about their interactions with adults and others.

The Two Adult Rule

General safe practice in all activities recommends the application of the Two Adult Rule, which serves to keep children and vulnerable adults safe, as well as the adults serving them. Wherever practical no fewer than two adults should be present at all times during any program, event or ministry involving children and vulnerable adults. It is best that these two adults not be related.

Adherence to this rule:

- Drastically reduces the risk of an incident of abuse, as any potential abuser will lose interest if constantly in sight of another adult;
- Protects the adults against false allegations;
- Reduces the possibility of a claim of negligence;
- Encourages volunteer participation since potential volunteers will be less fearful of false accusations;
- Sends a clear statement that children are important and valued.

Exceptions to the Two Adult Rule

- Counselling, one-to-one tuition, coaching or spiritual direction, or comparable ministries. In these cases, the interaction between adult and child should be conducted in an open and visible space, or within the clear line of sight of another adult. This can be achieved by leaving doors to offices and interview rooms open and/or putting glass windows in the doors.
- Priest hearing confessions. In this case, the interaction can take place in a public space far enough away for privacy. It may also take place within a church in a space set aside for that purpose. However, the reconciliation room should be designed so that glass windows allow for visibility from the outside, and physical contact between the penitent and the priest is precluded.

Specific Protocols

Each major ministry in which MGL are engaged will have its own protocols specific to that ministry. The following are protocols applicable to all ministry situations:

- Do not develop relationships with children that could be deemed to be in any way exploitative or abusive;
- Do not engage in grooming and / or sexual contact with a child;
- Be careful when touching children or young people; avoid any behaviour that could be misconstrued. Be mindful of whose needs are being served by the touching. Avoid any touch that is sexually suggestive or could be interpreted that way;

- When praying with young people in ministry situations always have another person present with you. Avoid males only praying with females;
- Do not go home with or stay at home with a minor, where you would be together alone. Do not bring a minor home to your residence;
- When staying in a family home never share a bedroom with a minor, even in situations with relatives or close friends;
- If assigned to care for children at any time make sure at least one other adult is present. Always have a woman present if there are female youth;
- If a young person wants to speak with you personally do so in a place that is visible to adults;
- Avoid spending time alone with a minor (including wandering off alone with a child), even if the parents seem not to mind;
- Avoid being alone with a minor in sleeping, dressing or bathing areas;
- Avoid joining in physical contact with young people when swimming;
- Do not make jokes with sexual innuendo, make inappropriate remarks, or use language that is coarse;
- Do not engage in conversation on Facebook, Instagram, or other social media platforms or email with minors; do not accept a minor as a “friend” on Facebook or Instagram or other social media platforms. Relating with minors may happen for pastoral reasons through the MGL social media platforms but only with the consent of parents;
- Do not engage in conversation with children or minors about sexual matters, unless in a controlled lecture or seminar situation, or in a sharing group on a weekend in which another adult is present;
- Do not hit, otherwise physically assault, or verbally abuse a child.

Professional conduct and a culture of awareness

All MGL members and personnel are responsible for their professional conduct with children and vulnerable adults. This means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of professional relationship.

Abuse and/or grooming of a child or vulnerable adult is harmful and often results in long lasting consequences, primarily for the child or vulnerable person affected. If this occurs, it can potentially affect the wider community of people who are aware of the violation, and diminish the integrity of the MGLs contribution to the Church’s mission.

MGL members and personnel must be careful not to attempt to move beyond the responsibilities of their role and their expertise. Children and vulnerable adults who raise significant personal problems must be referred, preferably with their knowledge, to a person with specialised skills, such as a counsellor, a pastoral care coordinator, or a competent priest.

Good practice in managing professional conduct

The following self-assessment questions may assist MGL members in assessing their application of professional boundaries:

- Am I dealing in a different manner with a particular child, young person or vulnerable adult than with others under the same circumstances?
- Is my dress/availability/language different from normal with a particular child, young person or vulnerable adult?
- Would I do or say this to a child, young person or vulnerable adult if a colleague was present?
- Would I condone my conduct if I observed it in another adult?
- Are the consequences of my actions likely to have negative outcomes for the child, young person or vulnerable adult?

Commitment 3

THOROUGH AND RIGOROUS

RECRUITMENT AND FORMATION

PRACTICES

While the vast majority of people who seek admission to MGL or offer services as volunteers in our ministries are well motivated, good recruitment and selection procedures will help screen out those who are not suitable. In order to develop a culture of guardianship over children, young people and vulnerable adults it is crucial to do all that is possible to prevent those who pose a risk to children, young people and vulnerable adults from joining the MGL congregation or working with the MGL ministries, whether as employees or volunteers. This involves thorough application processes for candidates to the MGL followed by good formation processes for those who are accepted. Likewise, for all personnel working with the MGL there should be robust appointment and employment practices.

Protocol

Selection of MGL candidates and formation of MGL

The MGL see it as a high priority to support the formation of all members in psychosexual development. This begins with careful selection of candidates for the pre-novitiate and the novitiate and ongoing formation programs. In all of these formation processes, it is vital that men are supported to grow into the vocation of celibacy. Those who are formators both before initial vows and after initial vows will be adequately trained for this important area of human development.

The document entitled *General Norms for the Formation of the Missionaries of God's Love* together with its accompanying *Directives* include sections relevant

to the commitment to screening and psychosexual development. See in particular 125-155, 193-194, 209, 231-235, 242-267.

The document entitled *Admission of Candidates to the Pre-novitiate* also gives the criteria of selection for candidates to the MGL. After each step, pre-novitiate, novitiate, initial vows, renewal of vows, perpetual vows the candidate is assessed on suitability, and in particular on psychosexual development and capacity to live the celibate way of life.

All MGL members will hold the necessary Working with Children/ Vulnerable people Cards for the region in which they are working.

Recruitment and selection of volunteers/ employees

While the MGL have a limited number of employees, we do rely upon volunteers in our administration and ministries. When recruiting personnel the MGL will ensure safe practices by the following recommended steps:

- Having task descriptions for each of the roles
- Ensuring the person completes an application and declaration form
- Asking appropriate interview questions
- Undertaking detailed reference and referee checks with previous employers
- Insisting on possession of a working with children clearance
- Presenting the selected person with a letter of engagement
- Completing the new employee/volunteer engagement form
- Completing an induction process with the new person and providing appropriate and ongoing training/ professional development
- Entering the volunteer details into a volunteer register

Commitment 4

BEST PRACTICE TRAINING FOR ALL MGL MEMBERS AND PERSONNEL IN RELATION TO SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

An effective safeguarding framework can only be maintained through the understanding and commitment to best practices by all MGL members and personnel, working together to minimise risks and create a safe and caring environment for children and vulnerable adults. Best practice needs to be embedded in the culture of the MGL as an organisation and be reflected across all its operations.

Training will be provided to all MGL members and personnel to form an important part of the induction to MGL ministries. Training will be reviewed regularly and refresher training will become part of annual professional development programs. A register of completion of these programs will be part of the annual reporting requirements to the Moderator. It will be the responsibility of the MGL Compliance Manager (MCM) to oversee this registration process.

Protocol

Everyone who comes into contact with children, young people and vulnerable adults has a role to play in their protection. To carry out this role confidently and effectively they need to be aware of safeguarding issues and to have the necessary knowledge, attitude and skills to keep children and vulnerable adults safe.

Training in early years of formation

During the time of initial orientation of MGL candidates to the pre-novitiate, they will receive an overview of the *MGL Safeguarding Children and Vulnerable Adults Policy*. They will be particularly made aware of the protocols for good practice and have their rationale clearly explained to them.

This initial orientation will be followed up by another seminar later in the year to reinforce understanding

and deepen awareness of the issues involved in child protection.

In the Novitiate year, there will be a seminar early in the year for further training in child protection policies and procedures, and then another seminar in the second part of the year.

Any pre-novice or novice who is working in ministries directly relating to children or young people will also be inducted into the specific protocols of those ministries.

Training in post-novitiate years of formation

Each year every member in formation will be expected to undertake various seminars and training sessions either conducted by Diocesan authorities, inter-Seminary staff or by the Missionaries of God's Love formators. Each member in formation should have at least eight hours of training each year.

Training of those engaged in Ministry

All members will receive regular training in child protection policies and procedures. Those in full-time ministry are expected to avail themselves of this training annually, through what is offered either by the diocese in which they work or through training sessions provided by the MGL. This training will include safeguarding procedures, but also how to respond to suspicions and allegations of child abuse.

The Heads of Missions are to keep a written record of each member's attendance at these training sessions. Every MGL member is to be held accountable for ongoing training in this crucial area of professional development. Each member is required to register at least eight hours of training or updating each year.

Training of Volunteers/Employees

The leaders of ministries who have volunteers/employees working with them are responsible for ensuring that the volunteers/employees are fully familiar with the *MGL Safeguarding Children and Vulnerable Adults Policy*. They should also make them aware of the specific protocols associated with the particular ministry in which they are engaged.

Commitment 5

PROPER AND PROMPT DISCLOSURE TO THE RELEVANT AUTHORITIES AND TIMELY DISCLOSURE TO THE MGL

Incidents or allegations involving MGL Members or employees/volunteers

If MGL members or personnel come to suspect that abuse of children or vulnerable adults involving present or former members or personnel is occurring or has occurred in the past, the matter must be reported to the Moderator, who will immediately assess the situation in consultation with the MGL Safeguarding Coordinator.

If the allegation is a criminal matter, it should be reported to the police. Where there is reasonable apprehension that a child or vulnerable adult is in imminent danger of abuse or serious harm, there should be no delay in reporting this to the relevant authority for protection of Children and Vulnerable People. Where the State jurisdiction requires reporting to an ombudsman this should be done.

Regardless of any statutory requirement (that is, the legal obligation imposed on persons who are “mandated to report”), all MGL members and personnel are obliged to report any belief or perception of inappropriate abusive behaviour by another MGL member or volunteer/employee to the Moderator. If in doubt, they can consult the MGL Safeguarding Coordinator. In any event, the Moderator will consult with the MGL Professional Standards Officer himself.

All Heads of Mission, and others in responsible positions, must be aware of and comply with state and national legislation and other statutory requirements pertaining to child protection and reporting disclosures.

The Role the MGL Professional Standards Unit

- When a complaint or an incident is reported to the Moderator concerning the actions of a member of the MGL, the Moderator together with the MGL Safeguarding Coordinator and the reporter will initially ascertain the seriousness of the matter.
- The MGL Professional Standards Unit (PSU) consists of the MGL Safeguarding Coordinator and three other persons with expertise in protection of children and vulnerable adults. The Moderator consults with the PSU to aid in assessing complaints concerning abuse of children and of vulnerable adults, and coordinating the appropriate response to these complaints.
- All child protection related complaints and complaints concerning vulnerable adults involving a member of the MGL will be processed through the PSU.
- The Moderator will report the incident, situation, or issue to the PSU.
- After receiving this information, the PSU will triage issues in consultation with the Moderator.
- A mutual decision will be made in regard to who does the initial interview of the MGL member concerned and who is the decision-maker.
- The Moderator will be advised by the PSU in regard to any necessary investigation into the complaint seeking to establish its veracity, and to ascertain what boundary violations have occurred.
- The pastoral care and wellbeing of the victim of alleged abuse must be paramount. However, the investigation must not presume guilt on the part of the alleged offender until this is admitted and/or proven.
- In matters where the allegation is not criminal but requires a judgment of veracity the Moderator in conjunction with the PSU will engage an independent professional investigator so that the issues can be explored by an external entity. This will ensure that an objective investigation and assessment is undertaken.

Disclosure of abusive behaviour by someone other than MGL members or volunteers/employees

If a disclosure is made to an MGL member concerning abusive behaviour by someone other than MGL members or volunteers/employees, the MGL member should follow the protocols of the particular ministry within which the disclosure was made.

If the disclosure was made during a ministry under the jurisdiction of the Disciples of Jesus Community (e.g. Light to the Nations, Summer School, Disciples School of Mission, Youth Mission Team etc.) the member should follow the procedures outlined by the Community.

If the disclosure was made within an MGL parish ministry the MGL member should follow the protocols of the diocese, whereby the parish priest is first contacted and diocesan procedures followed.

If the disclosure was made during a ministry under the jurisdiction of the MGL, apart from a parish, then the MGL member should report the matter to the Head of that MGL mission. If it is a criminal matter, the Head of Mission will contact the police. Where there is possibility of the child or vulnerable adult being in imminent danger of abuse the Head of Mission will contact the relevant State authority for Protection of children and Vulnerable People. Where in the particular State jurisdiction there is mandatory reporting to an ombudsman, the Head of Mission will fulfil this requirement within the time frame given.

If no child is currently at risk then the matter should still be referred to relevant Church authorities, in particular the Diocesan child protection office, for further investigation, advice and pastoral counselling and support. If further investigation by the Diocesan child protection office, concludes that suspected criminal activity has taken place this should be immediately reported to the police.

Forming a belief on reasonable grounds

A person may form a belief on reasonable grounds that a child is in need of protection after becoming aware that a child or young person's health, safety or wellbeing

is at risk and the child's parents/carers/guardians are unwilling or unable to protect the child.

There may be reasonable grounds for forming such a belief if:

- A child or young person states that they have been physically or sexually abused
- A child or young person states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves)
- Someone who knows the child or young person states that the child or young person has been physically or sexually abused
- A child shows signs of being physically or sexually abused
- The person is aware of persistent family violence or parental substance misuse, psychiatric illness or intellectual disability that is impacting on the child or young person's safety, stability or development
- The person observes signs or indicators of abuse, including non-accidental or unexplained injury, persistent neglect, poor care or lack of appropriate supervision

Disclosures and transparency

The MGL will continue to develop and implement protocols that promote a culture of openness and transparency. The MGL acknowledges, however, that this needs to be tempered with a commitment to natural justice and procedural fairness. The reputations of accused people must be taken into consideration, particularly in the early stages of an allegation when the information may be piecemeal and require investigation. The commitment to justice must be firstly to the victim, but also to the alleged perpetrator.

Consequences of breach

If investigation of an allegation of child abuse against a member of MGL is substantiated or a member has been convicted of child abuse the member would be dismissed from the MGL and the canonical process for this dismissal would be followed.

Review of Policy

This policy is a living document and is subject to review at a minimum every three years. In addition, this policy will be reviewed at other times, when/if significant changes occur in the MGLs or in legislation, that affects safeguarding and child protection obligations.

Glossary

Child means a person under the age of 18 years.

Child abuse

The definition of “child abuse” referenced in the National Catholic Safeguarding Standards, is adopted for the purposes of this policy document, and includes the following components:

- **Physical abuse** refers to any non-accidental physically aggressive act towards a child. Physical abuse may be intentional or may be the inadvertent result of physical punishment. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking;
- **Sexual abuse** refers to a person who uses power, force or authority to involve a child or young person in any form of unwanted or illegal sexual activity. This can involve touching or no contact at all. This may take the form of taking sexually explicit photographs or videos of children, forcing children to watch or take part in sexual acts and forcing or coercing children to have sex or engage in sexual acts with other children or adults;
- **Neglect** refers to a failure by a caregiver to provide the basic requirements for meeting the physical and emotional developmental needs of a child. Physically neglectful behaviours include a failure to provide adequate food, shelter, clothing, supervision, hygiene or medical attention;
- **Psychological abuse** refers to inappropriate verbal or symbolic acts and a failure to provide adequate non-physical nurture or emotional availability. Psychologically abusive behaviours include rejecting, ignoring, isolating, terrorising, corrupting, verbal abuse and belittlement;

- **Exposure to family violence** is generally considered to be a form of psychologically abusive behaviour, where a child is present (hearing or seeing) while a parent or sibling is subjected to physical abuse, sexual abuse or psychological maltreatment, or is visually exposed to the damage caused to persons or property by a family member's violent behaviour; and
- **Grooming** refers to a pattern of behaviour aimed at engaging a child as a precursor to sexual abuse. It includes establishing a ‘special’ friendship/relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is ‘normal’ and positive. The process can take as little as a few days or as long as months or even years.

Personnel means a cleric, member of a religious institute or other person who is employed by the entity or engaged on a contract, subcontract, voluntary or unpaid basis.

Vulnerable adult or vulnerable person

The definition of vulnerable adult or vulnerable person is taken from the Church's document *Towards Healing*, and means “a person who has recently suffered bereavement, marriage breakdown or other such adversity making them in particular need of pastoral support, or a person with an intellectual disability, mental illness or other impairment that makes it difficult for that person to protect themselves from abuse or exploitation.”



Safeguarding Code of Conduct

The Missionaries of God's Love is committed to fostering the dignity, self-esteem and integrity of children and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Purpose

This Code of Conduct has a specific focus on the safeguarding of children against sexual, physical, psychological and emotional abuse or neglect.

The Code Aims to:

1. Clarify the expectations of MGL members and co-workers when engaging with children
2. Set out the MGL expectations on professional and personal conduct when relating to children, promoting integrity and ethical behaviour, and to guide MGL members and co-workers when dealing with children
3. Make clear the duty and responsibility that MGL members and co-workers have to promote and maintain a child safe environment and culture that cares for all persons
4. This Code is supplemented by individual ministry policies

Care for Children

MGL members and co-workers must be aware that the Code applies regardless of:

- where or when the interaction with a child occurs i.e. during ministry times or outside of ministry times
- the age of the child
- the consent of the child
- the consent of parents/guardians and families; or
- any circumstances in which a child initiates an interaction or relationship with them.

MGL members and co-workers must be mindful of the inherent power imbalance that exists between them and children. This imbalance includes difference in age, maturity, physical size, life experience and position. But in the case of consecrated brothers and priests there is a further power imbalance due to the way the child views the minister as representing God.

Abuse arises from the misuse of authority or power, including religious authority. Any form of child abuse is unacceptable.

Interactions with Children

When relating with children the following rules are mandatory for MGL members and co-workers.

Use of Speech

- Use of appropriate language and tone toward children and others. Rude or insulting behaviour, including verbal aggression; abusive, threatening or derogatory language or conduct; or intimidating words or actions towards children is unacceptable. It is also unacceptable to engage in such conduct towards others in the presence of children.

Physical Contact

- inappropriate contact, such as hitting or acting in ways that may cause a child to reasonably fear that unjustified force will be used against them e.g. intentional or unjustified use of physical force, throwing an object at a child in hostile way, restraining a child unreasonably, pushing, pulling, shoving, grabbing, pinching, poking, shaking or throwing a child
- other inappropriate conduct would be intimidating the child, shaking or forcibly handling the child, swearing, using sarcasm to humiliate, using names or nick-names to undermine the person, locking the child in a confined space
- reasonable use of physical contact for appropriate control may be necessary e.g. disarming a child who is at risk of harming themselves or another person; separating children who are fighting

Discrimination and Diversity

MGL members and co-workers must not discriminate against any child because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability. They must be committed to creating and maintaining an environment which promotes the safety and inclusivity of all children, including children with a disability, and those with culturally and/or linguistically diverse backgrounds.

They will ensure cultural safety particularly to Aboriginal and Torres Strait Island children. Where possible members and co-workers will seek advice from Aboriginal and Torres Strait Island people about how best to be inclusive and culturally sensitive. They will listen carefully to this advice, fostering open and respectful dialogue. When planning activities or seeking to assist children the MGL members and co-workers will include the local elders in decision-making processes.

Sexually Inappropriate Behaviour

MGL members and co-workers must not engage in sexual misconduct with, or in the presence of children.

Sexual misconduct has a wide range of activity. It includes the following behaviours, but is not limited to these:

- making sexually explicit comments or engaging in sexual jokes, innuendos, or coarse language
- engaging in conversation with children about sexual matters unless in a controlled lecture or seminar situation, or in a sharing group on a weekend in which another adult is present
- touching or embracing children in any way that could be misconstrued as sexually suggestive
- encouraging or failing to discourage romantic or inappropriate advances
- engaging in explicit sexual contact with a child e.g. touching genitals, buttocks, or breast area
- kissing, fondling, sexual penetration
- exploiting a child through prostitution
- exposing children to sexual behaviour of others or images of nudity
- watching children undress
- committing any sexual offence, including indecent assault, sexual assault, possession/dissemination/production of child pornography or child abuse material.

Appropriate Boundaries

MGL members and co-workers must:

- Avoid going home or staying at home with a child where you would be together alone.
- Not bring a child home to your residence.

- When staying in a family home never share a bedroom with a child, even when the parents recommend it.
- When assigned to care for a child or children make sure at least one other adult is present. If there are female youth always have a woman present.
- If a young person wants to speak with you personally do so in a place that is visible to adults.
- Avoid being alone with a child in sleeping, dressing or bathing areas.
- Avoid joining in physical contact with young people when swimming.
- When praying with young people in ministry situations always have another adult present with you. Avoid males only praying with females.
- Avoid transporting a child to an event or home from an event. When organising an event make arrangements for the transportation of children by parents or by a transport company or by others in private vehicles known to the parents.
- Under no circumstances should a child stay overnight in any MGL residence. Children may be accommodated for a weekend on a mission base but this must be separate from the brothers' quarters and have their own showers and toilets.
- In ministry situations involving overnight stays the adult team must have its own bedroom, shower and toilet arrangements separate from the children.

Grooming

MGL members and co-workers must avoid grooming and be alert to where they may suspect another adult is grooming a child.

- Grooming includes actions deliberately taken with the aim of befriending and establishing an emotional connection with a particular child for the purpose of lowering the child's inhibitions.
- It happens when an adult communicates, by words and actions, with a child with the intention of facilitating the child's involvement in sexual conduct.
- Grooming does not necessarily involve any sexual activity or even sexual conversation.

Grooming behaviours may include:

- Gaining a child's trust by making promises and giving gifts
- Lavishing a child with attention and praise so they

enjoy spending time with the perpetrator

- Inappropriately allowing a child to overstep ministry rules or legal boundaries
- Asking the child to keep the relationship to themselves
- Testing the boundaries of the child e.g. by undressing in front of them, 'accidental' intimate touching
- Engaging with the child in various forms of close physical contact so that they become comfortable with such contact e.g. roughhousing, tickling or patting
- Trying to isolate the child from their parent or guardian, creating a situation where the child wants to spend time with the perpetrator
- Spending time exclusively with the child in order to create a 'special relationship'
- Inappropriately extending a relationship with a child outside of ministry
- Inappropriate personal communication, including internet contact
- Providing cigarettes, drugs or alcohol to a child
- Making sexual comments or jokes to a child
- Showing pornography to commence sexual discussions with a child

All MGL members and co-workers must be alert to the possibility of grooming. They must make sure they are not moving in that direction themselves, and immediately report if they suspect this is happening with another member or co-worker.

Social Media Contact

While the MGL value Electronic communication as a way to connect with others, it is important to ensure safe and clear channels of communication.

MGL members and co-workers are expected to adhere to the protocols outlined in the Missionaries of God's Love Internet, Email and Social Networking Policy. This document includes the following protocols for MGL members:

- Only official Social networking sites (such as Facebook and Instagram) set up by MGL can be used for contact with children. This is only for advertising, follow up from events, and regular contact. It is not for extended personal chatting.
- These accepted social networking sites must be approved by the head of the house or ministry and enable users to connect with the ministry. They must be public, open and transparent. They need to have all components public, open to all users, and able to be

accessible for the purpose of monitoring. They should be regularly monitored.

- Contact with a child through the official social media should be approved by the parent and the parent should be copied in to the communication.
- MGL members should not connect with, 'friend' or 'follow' on any social media platform even if the request comes from the child.

Images of Children

Children should only be photographed or videoed by MGL members or co-workers if:

- Permission has been gained by the ministry from parents/guardians and the child
- The context is directly related to participation in ministry activities
- The child is appropriately dressed and posed
- The image is taken in the presence of others

Care should be taken in distribution of images taken by the ministry. Some rules to observe:

- Never electronically post images of children that offer personal information, including last name, contact information, home address, phone numbers, the ministry name, email address, last name of friends or relatives, instant messaging names, age or birthdate
- It is illegal to post or transfer obscene or pornographic images of children
- Always check the visual background of a picture for identifying information and ensure geographical identification metadata is not embedded prior to posting
- Also be aware of and comply with the data breach scheme obligations under the Privacy Act 1988 (Cth)
- Images are not to be exhibited digitally (including on website or social media page) without parent/guardian knowledge and approval unless they are presented in a manner that de-identifies the child. Any caption or accompanying text must not identify a child if such identification is potentially harmful.

Dealing with Breaches and Matters of Concern

The Missionaries of God's Love aims to deal with all reports under this Code of Conduct fairly and appropriately, and to act on the following principles:

1. Promoting a positive experience of the Church and creating a strong community of faith
2. Preventing misconduct where this is possible
3. Ensuring fair process for persons against whom

allegations are made; and

4. Dealing effectively with any allegations which are substantiated, including responding compassionately to anyone who has been affected

What Should You Report?

You may come across possible breaches of this Code of Conduct, or matters that cause you concern, in any number of ways. These might include:

1. A disclosure made to you by a child
2. Observing events that cause you to form an objectively reasonable belief that a child is being harmed or abused, or is at risk of being harmed or abused (whether by a family member, a member of MGL or co-worker, or by another person)
3. Being present and witnessing an event or incident

Regardless of the way in which an issue arises, you should always report circumstances that cause you concern and you should certainly always report:

1. Any material breach of this Code of Conduct
2. Any incident in which a child is seriously harmed or goes missing
3. Any emergency situation including a medical emergency
4. Any hazard or risk or harm to a child that is not being adequately addressed
5. Any allegation of sexual misconduct
6. Any disclosure by a child, or an objectively reasonable belief you have formed, that a child is being abused or is at risk of abuse of any kind
7. Any allegation of violence inflicted by an adult upon a child
8. Any allegation in which an adult has been under the influence of drugs or alcohol while being responsible for children
9. Any incident in which a child has been seriously harmed or injured physically or psychologically or is at risk of harm or injury
10. Any allegation of conduct which is or might be unlawful

(Note that situations listed above as 5), 6), 7) and 8) should be reported immediately to the police.)

If you are not sure whether to report a matter or to whom to report the matter, or need guidance on how to report a breach of this Code of Conduct, contact the MGL Safeguarding Coordinator.

The process for reporting and dealing with concerns or breaches of this Code of Conduct will vary depending on the type of conduct and who is responsible for the conduct.

Dealing with Disclosures of Abuse by Children

If a child makes a disclosure to you that sexual, physical or psychological abuse is occurring, or you form an objectively reasonable belief that a child is being harmed, or is at risk of being harmed, you should immediately report the matter to the police of that jurisdiction who will advise you on the next steps to take.

Be aware that the child may be feeling ashamed, guilty and scared, and may be worried about the consequences of telling someone about the abuse. Stay calm and listen carefully to the child. Tell them you believe them and that they did the right thing by telling you. Do not make promises you cannot keep such as promising that you will not tell anyone else.

To assist the child it may be necessary to provide some psychological support and/or counselling or to ensure that such counselling is available to the child.

If this disclosure or belief is in regard to an MGL member or co-worker the Moderator should be informed as soon as possible.

To Report Matters Other than Those Which Must Be Reported to the Police

Any matter that arises within a parish under MGL care, which is not pertaining to an MGL member or co-worker, should be reported in the first instance to the parish priest, who will act in accordance with the procedures of the Diocese to which the parish belongs.

Any matter that arises within an event or ministry conducted by the Disciples of Jesus Community, which is not pertaining to an MGL member or co-worker, should be reported in the first instance to the head of the event or ministry, who will then act in accordance with the procedures of the Disciples of Jesus Community.

To report breaches of the Code of Conduct by an MGL priest, brother, seminarian or co-worker/volunteer the process outlined in the MGL Complaints Procedure must be followed.

In making a report you should write a confidential incident record which covers the details of the incident or matter of concern.

MGL Risk Management for Child Safety

OVERALL PERSPECTIVE

MGL Safeguarding System

The strength or weakness of the MGL Safeguarding system in a particular situation, ministry or activity is fundamental for good risk management. A “yes” to all the questions below would suggest a strong system. The more “no” answers, the weaker the system.

- 1) Are you satisfied that adult personnel have been properly screened and recruited?
- 2) Does the MGL Code of Conduct address all the situational risk factors?
- 3) Do personnel know the Code of Conduct via training and briefings?
- 4) Do children and young people and their families know the Code of Conduct?
- 5) Is there a reporting and complaint handling protocol for responding to breaches of the Code of Conduct?
- 6) Do personnel, children and young people and their families know this protocol?

Partner Entity Safeguarding

Most of the MGL work with young people involves being in partnership with other entities, such as a Diocese (parishes), Disciples of Jesus Community (Summer Schools, Light to the Nations pilgrimage, Disciples School of Mission, Youth Mission team, Explosion, youth groups), and the MGL Sisters.

The quality of their safeguarding systems will determine our capacity for risk management, especially when the work or ministry is under the authority of the partner and MGL are working under their protocols. Hence, we must be pro-active in engaging collaboratively with other entities with whom we share ministry. We need to identify the gaps, and where there is overlap a complementary and consistent service needs to be worked out for the sake of best practice. In the interests of risk assessment we could ask these questions:

Does the safeguarding systems of the partner entity appear strong?

Is our MGL Mission collaboration with the partner entity in safeguarding strong? For example, have the gaps and overlaps in safeguarding practice between the two entities been identified, addressed and documented?

Sometimes the collaboration is simply a matter of providing hospitality for another entity in one of our parishes. Yet we still need to be assured that there is best practice in child safeguarding.

PRACTICAL ASSESSMENT

Definitions

Risk

A situation involving exposure to danger

Risk Assessment

A systematic process of evaluating the possible risks that may be linked to an activity or task

Risk Management

The risk assessment along with the documentation of procedures to avoid or minimise the impact of the risk

Principles and Guidelines

Identify risks

Identify where, when, why and how events or circumstances could cause a breach of the MGL Code of Conduct or expose a child to danger

Analyse risks

Determine the likelihood of the risks to occur and the potential consequences related to the risks and how these could occur

Evaluate risks

Compare the level of risk against the potential adverse outcomes so that decisions can be made on how to manage priorities

Manage risks

Develop and implement strategies and action plans which mitigate risks and ensure adequate safety for children

Types of Risk

Accidental Harm

- Poor physical environment leading to injury
- Poor supervision
- High-risk activity

Physical Abuse

- Physical punishment
- Pushing, shoving
- Punching, slapping, biting, kicking

Psychological/Emotional abuse

- Bullying
- Threatening language
- Shaming
- Intentional ignoring and isolating

Neglect

- Lack of supervision
- Not providing adequate nourishment
- Not providing adequate clothing or shelter
- Not meeting the specific physical or cognitive needs of children

Sexual Abuse

- Sexual abuse, assault and exploitation
- Grooming
- Inappropriate touching
- Inappropriate conversations of a sexual nature
- Crossing professional boundaries

Cultural/Spiritual abuse

- Lack of cultural respect, racial or cultural vilification or discrimination
- Lack of support to enable a child to be aware of and express their cultural identity
- Use of positional power and control and using prayer/scripture/Mass as means of manipulation

Online Abuse

- Abusive texts and messages in social media
- Hurtful messages, images, video
- Intimidating others on line
- Grooming- sending a child offensive, confronting or obscene content
- Singling a child out for a special relationship

Action

All new events or ministries conducted by the Missionaries of God's Love should be subject to a formal risk assessment prior to commencement

All existing events or ministries conducted by the Missionaries of God's Love should be reviewed for assessment of risk

Each Mission Head and Head of Formation house has the responsibility to

- a) List all situations, ministries and activities of their Mission or Formation situation which involve direct contact with children or young persons
- b) Document a risk assessment and management plan for each situation, ministry or activity; this should include the living situation of MGL houses as well as buildings, environment and open spaces
- c) For those ministries of partner entities which MGL either work within or provide hospitality the Mission Head through collaboration with the partner entity needs to be satisfied that adequate risk management is undertaken
- d) Prioritise assessments and actions for those ministries and activities identified as having the highest risk

Accountabilities

The Moderator, with the help of the Safeguarding Committee, will review the risk assessments, oversee the implementation of the risk management plans and provide discernment and advice to Mission Heads when needed.

All risk management assessments and management plans for each MGL mission will be lodged in the Risk Management Register held at the MGL Central Office at 6 Boake Pl., Garran. ACT. 2605. The MGL Safeguarding Committee has the responsibility of reviewing these plans every six months. When it becomes clear that a particular MGL mission is neglectful or insufficiently resourced such that the risk assessment plans are inadequate, a competent member of the Safeguarding committee will be delegated to assist the Mission Head to improve the standard of assessments and management

GUIDE TO RISK ASSESSMENT

(with particular focus on possible breach of boundaries)

Situational risk

The risk management plan should address physical and on-line risks including child-to-child and adult-to-child interactions

a) Contact

Generally speaking, the greater the access and opportunity adult personnel have to children and young people the greater the risk.

b) Isolation

And the greater the likelihood of an adult MGL member, volunteer or staff person being alone with a child/young person the higher the inherent risk. Consequently, one primary aim is to minimise the access and opportunity of adults being alone with children and young people, especially unnecessary contact.

c) Vulnerability

Another situational risk factor is where children and young persons have vulnerabilities such as disabilities, behaviour and communication disorders, or clusters of families with histories of social dysfunction, trauma and abuse. The presence of these vulnerabilities can lead to a higher risk of victimisation.

A young person also has a certain vulnerability towards an adult who ministers to them in a sacred place such as charismatic prayer ministry, spiritual direction, pastoral care or the sacrament of reconciliation.

Contact between adult personnel and children/young people includes:

- One to one mentoring/companionship
- Overnight camps/retreats
- Private electronic communications/social media
- Young persons/children informally visiting the homes of adult personnel or MGL Mission House
- Young persons/children relying on adult personnel for transport e.g. in their car
- Physical contact during sports, swimming pool, or games
- Physical contact during prayer ministry
- Hugging for greetings and showing care

RISK MANAGEMENT PLAN TEMPLATE

This is a proposed template for assessing risk and managing risk in relation to a particular ministry event or activity. Mission Heads in parishes may prefer to use the template provided by their Diocese. Whatever template is used the aim must be to eliminate unnecessary risk and to minimise whatever risks remain.

Risk is measured in terms of consequence and likelihood.

- **Likelihood:** a qualitative description of probability and frequency.
- **Consequence:** The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There is usually a range of possible outcomes associated with an event.
- **Management of risk:** this involves mitigation strategies such as avoiding the risk, reducing the likelihood of the occurrence, reducing the impact of the occurrence, transferring the risk, and accepting the risk.

RISK ASSESSMENT MATRIX

| LIKELIHOOD | RISK LEVEL | | | | |
|----------------|---------------|--------|----------|---------|--------------|
| Almost certain | Medium | High | High | Extreme | Extreme |
| Likely | Medium | Medium | High | Extreme | Extreme |
| Possible | Low | Medium | High | High | Extreme |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Medium | Medium | High |
| CONSEQUENCE | Insignificant | Minor | Moderate | Major | Catastrophic |

Risk Management Plan

TABLE 1 RISK MANAGEMENT PLAN TEMPLATE

| IDENTIFY RISK Description | ASSESS RISK | | RISK LEVEL | MANAGE RISK Management Actions | PERSON RESPONSIBLE |
|------------------------------|-------------|-------------|------------|-----------------------------------|--------------------|
| | LIKELIHOOD | CONSEQUENCE | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

TABLE 2 RISK MANAGEMENT PLAN TEMPLATE EXAMPLE

| IDENTIFY RISK | ASSESS RISK | | MANAGE RISK | PERSON RESPONSIBLE |
|--|-------------|--------------|--|------------------------|
| | LIKELIHOOD | CONSEQUENCE | | |
| <p>Description</p> <p>Children wandering outside unattended.</p> | Possible | Major | <p>Management Actions</p> <p>Alert parents to the danger. Appoint trusted adults to keep an eye out for problem.</p> | Fr Brian |
| <p>Venue is a farm house with many individual rooms and outside areas where an adult could be alone with young person.</p> | Possible | Catastrophic | <p>Screening of adult youth workers. Safeguarding training regarding "two adults rule". Vigilance of appointed team members.</p> | Coordinator of weekend |
| <p>Families with young people visiting for dinner or other social events. Easy access of children to bedroom area.</p> | Possible | Major | <p>Clear signage of private area. Training of brothers about upstairs areas not to be entered by anyone under any circumstance.</p> | Head of Formation |



MGL Safeguarding Children Complaints Procedure

CONTEXT

This policy provides guidance to all members of MGL and personnel on how to receive, record, manage, resolve and report on complaints of abuse or misconduct towards children in relation to MGL members, staff or volunteers.

This complaint handling procedure is available on the MGL Website.

This procedure is to be read in the context of the MGL Safeguarding Policy and the section on: Proper and Prompt disclosure to the relevant authorities and timely disclosure to the MGL. The principles and policies around disclosure and suspicions of abuse to children are contained in that section.

The MGL seeks to build a culture in which barriers to disclosure by children, and barriers for adults recognising and responding to disclosures are identified and overcome (see Appendix F).

There are particular barriers to cultural safety of Aboriginal and Torres Strait Islander children and other children of diverse linguistic and cultural backgrounds and children with disabilities, which need to be overcome (see Appendix F).

The Vatican requirements for reporting set out in the Apostolic letter *Vos Estis Lux Mundi* are given in Appendix I.

Complaint

A 'complaint' includes disclosures made to MGLs that may be about, or relate to, child abuse by MGL members, staff or volunteers. It also includes any allegation, suspicion, concern or report of a breach of the MGL Code of Conduct.

A complaint can be made by anyone – including a child, adult survivor, parent, trusted adult, independent support person, staff member, volunteer or community member. A complaint may be made about an adult allegedly perpetrating child abuse or about a child exhibiting harmful sexual behaviours. A complaint may

relate to an incident that has occurred recently or about an event that may have taken place many years or decades before. Complaints may come directly or indirectly.

If a disclosure is made to an MGL member in regard to abusive behaviour or misconduct in relation to someone other than MGL members, staff or volunteers within a particular ministry under the jurisdiction of partner entity (e.g. Light to the Nations, Summer School, YMT) the MGL member should follow the protocols of the particular ministry within which the disclosure was made

If a disclosure is made to an MGL member in regard to abusive behaviour or misconduct in relation to someone other than MGL members, staff or volunteers within the context of a parish for which the MGL is responsible, the MGL member should follow the protocols of the relevant Diocese.

Obligation to Report

Regardless of any statutory requirement (that is, the legal obligation imposed on persons who are "mandated to report"), all MGL members and personnel are obliged to report any belief or perception of inappropriate or abusive behaviour, to the Moderator or Safeguarding Coordinator. If in doubt they should seek advice from the local MGL Mission Head, and Safeguarding Coordinator.

When there is evidence that a child is in immediate danger, police and the relevant child protection agency must be contacted without delay. The safety of children is paramount.

An allegation of criminal behaviour against a child will be reported to Police for investigation.

Any MGL member, staff or volunteer who on reasonable grounds believes a child is in need of protection should report their concerns to

- The police in matters appearing to be of a criminal nature
- the relevant State or Territory Child Protection Agency for matters requiring mandatory reporting

- c) Reportable conduct authority in the relevant States and Territories (see Appendix D for details on Child Protection Agencies). This concerns any reasonable belief of abuse, wherever it may have occurred and whoever the suspected perpetrator may be (see how to handle a disclosure Appendix G).

If a report is made to police in relation to allegation against a member/volunteer or staff of MGL then the Moderator and Safeguarding Coordinator should be immediately notified.

If it is an allegation against Moderator, then the Safeguarding Coordinator should be notified. If the allegation is against the Safeguarding Co-ordinator, then the Moderator should be notified.

Steps to take when receiving a complaint

- When a complaint of abuse or misconduct towards a child is made to an MGL member or staff/volunteer the person receiving the complaint must report the matter to the Moderator, who will confer with the Safeguarding Coordinator and the Professional Standards Unit (PSU) (see page 51) to ascertain the seriousness of the matter
- If the matter is criminal then it must be immediately reported to the police and to the relevant Child Protection agency. Where the jurisdiction has a reportable conduct scheme the incident, situation or complaint should be reported within the necessary time limits.
- The Professional Standards Unit will offer to connect the complainant and their families with services that can provide them with support to manage difficult or traumatic experiences. The Professional Standards Unit will ensure that children, families and personnel are connected to counsellors, support groups and agencies if they are worried or feeling unsafe.
- After receiving this information, the Safeguarding Coordinator with the Professional Standards Unit will triage issues in consultation with the Moderator.
- A mutual decision will be made in regard to who does the initial interview of the complainant and accused MGL member and identify any conflict of interest.
- The pastoral care and wellbeing of the complainant/victim of alleged abuse must be paramount (see

Appendix D for support services).

- Pastoral care should be brought to other affected parties, such as other children, and other personnel who may require support. The alleged offender should also receive adequate support and pastoral care. The Professional Standards Unit will assist the Safeguarding Coordinator in bringing this pastoral care to all who are affected. This may involve working with the Mission leader in the location from where the alleged incident occurred.
- In the case where a criminal or serious allegation against an MGL member, staff or volunteer is made, the Moderator and Safeguarding Officer assisted by the PSU must risk assess the respondent's current involvement with children or young people and take the appropriate initial risk management action.
- In the case of an allegation of child sexual abuse, if the complaint is plausible, and there is a risk that the respondent may come into contact with children, the respondent is to be stood down from their role and/or ministry while the complaint is investigated. Where Police or the Child Protection Department are involved, the Moderator or Safeguarding Coordinator must discuss their intention to suspend the respondent from ministry with the relevant statutory agency prior to taking this action in order to prevent any contamination of their investigation.
- The investigation must not presume guilt on the part of the alleged offender until this is admitted and/or proven.
- The Safeguarding officer or his delegate on the PSU will give feedback as soon as possible to children, families, carers and personnel who raise concerns or complaints as to the progress of their complaints and any investigations and outcomes.
- As pastoral care of the complainant is paramount, adult complainants should be offered an opportunity to meet with the Moderator in person (in a location of their choice and together with a support person). The Moderator, in consultation with the complainant, and working with the PSU, must ensure the unique pastoral needs of the complainant are met. He will facilitate access to trained personnel who are able to listen to and represent the pastoral needs of the complainant.

Investigating the complaint

An allegation of criminal behaviour against a child will be reported to Police for investigation. The Moderator will request advice of police and/or child protection agencies in relation to the next steps to be taken.

However, the Moderator maintains responsibility for risk assessment and management of potential risk of children who may be in contact with the respondent.

Where the complaint is not of a criminal or mandatory reporting nature the Safeguarding Coordinator / Moderator will gather statements around a complaint- where possible in writing.

The Moderator will consult with the Safeguarding Coordinator and Professional Standards Unit to consider the allegations and advise on the best way to investigate and process the matter.

If the particular jurisdiction where the incident occurred has a Reportable Conduct Scheme in place the Moderator and Safeguarding Coordinator will abide by the requirements of the scheme.

The complaints will be investigated to determine:

- whether a person has breached the MGL Code of Conduct or another policy or procedure;
- whether they pose a risk to safety of children; and
- what action, if any, is required to prevent harm to children.

The investigation will be carried out by an impartial, objective and trained investigator who will advise on the investigation plan.

The investigation should be undertaken in a way that is proportionate to the seriousness of the allegation, frequency of occurrence of alleged incidents and severity of the complaint.

Procedural fairness

It is important that during all stages of a complaints process, the respondent is treated fairly and afforded procedural fairness and presumed innocent (unless the complaint is substantiated). This includes:

- assistance being offered by way of counselling, union referrals (where appropriate), and a support person;
- all allegations/complaints that are put to the respondent give sufficient detail and are accurate to enable an adequate response (these must be in writing);
- clear information is provided about the investigative process and potential findings;
- regular contact providing information as to the

progress of the investigation;

- outcomes/findings provided in writing; and
- the right to a review.

Objectivity and fairness

All complaints must be addressed objectively, fairly and impartially. All conflicts of interest must be declared and resolved. Any actual or perceived conflicts of interest should be referred to and handled by the PSU. Procedural fairness must be observed in relation to all parties. Complainants must be protected from victimisation or harassment.

Ensure appropriate confidentiality

Care should be taken to observe privacy legislation and confidentiality and only to inform involved parties in accordance with relevant "information sharing" legislation. Information should not be shared otherwise. This includes social media and other media.

In the case of criminal investigations, advice should be sought from the police before sharing any information so as not to compromise an investigation.

Adult Complainant and historical abuse

In the event of an adult bringing forward a complaint suffered as a child by a member, staff or volunteer of the MGL, the wellbeing of the complainant is paramount. While the confidentiality of the complainant and the way they want to proceed with the complaint is a high priority, they ought to be assisted and supported to make their complaint to the police if their complaint appears to involve a criminal offence.

If it is a mandatory or reportable conduct matter, the steps for processing any complaint outlined herein will be followed.

Where the matter is not of a mandatory or reportable conduct nature, it would be assessed initially by the PSU to advise on the best process for the complainant. The PSU will listen to the complainant's wishes about the process and consider what is in the best interests of the adult complainant and advise the Moderator. The PSU will facilitate a suitable process for adult complainants.

Conduct risk assessments

A Risk assessment will be conducted:

- 1) once an allegation has been made, (see above: Steps to be taken when receiving a complaint)
- 2) during the investigation and;
- 3) at the end of the investigation.

A final decision can then be made regarding what action, if any, needs to be taken regarding the respondent to address any risk to:

- the child(ren);
- other children with whom the respondent may have contact;
- the respondent; and
- the proper investigation of the complaint.

Disciplinary action while investigation is in process

Action will depend on:

- the nature and seriousness of the complaint;
- Any special and diverse needs and or disabilities of the children the respondent would be working with or providing services to;
- the nature of the position held by the respondent (e.g. the position is one of authority; the position requires one-to-one interaction);
- the level of oversight and/ or professional supervision available to the respondent;
- the availability of support for the respondent on a day-to-day basis if their duties are unchanged
- the respondent's disciplinary history; and
- possible risks to the investigation

These factors will determine the appropriate action toward the respondent while the investigation is in process. At completion of the initial risk assessment where a complaint of child sexual abuse is plausible, and there is a risk that the person may come into contact with children, the person must be stood down from their role and/or ministry while the complaint is being investigated. If after the initial risk assessment a breach of the Code of Conduct in relation to inappropriate behavior towards a child is being investigated and managed, the appropriate action may include the person being redeployed, stood down and/ or dismissed.

Dismissal of seminarian, priest or religious, staff and volunteers

Where a complaint related to child sexual abuse made against a seminarian, priest or religious is substantiated on the balance of probabilities the individual must be removed from ministry.

A seminarian, priest or brother convicted of an offence relating to child sexual abuse will be permanently removed from ministry and will not hold himself out as a religious.

The Moderator will follow the canonical process for

dismissal of the cleric and dispensation from religious vows as stipulated under Canon Law.

If a staff member or volunteer is convicted of an offence relating to child sexual abuse, the person should be dismissed from work or duty.

Communication

Before and during the investigation it will be necessary to communicate regularly with all parties affected by the complaint.

Implementing outcomes

After the investigation has been completed, the Moderator should:

- decide the outcome of the complaint;
- advise the victim and/or complainant of the outcome;
- advise the respondent of the outcome;
- provide ongoing support, including, access to advocacy, support and therapeutic treatment services, and a safety plan for the complainant and family;
- inform relevant agencies as required (e.g. the Ombudsman or working with children check authorities); and
- advise those in the community affected by the conduct.

Right of review

Where there is dissatisfaction with the outcome the Moderator and PSU will determine the appropriate process of review and make known these avenues of review to every complainant and every respondent.

Record-keeping practices

All child safety complaints will be documented regardless of whether the complaint meets statutory reporting thresholds. Documenting includes notes regarding actions taken, including all internal investigations and reports made to statutory authorities or professional bodies.

The record-keeping practices are in accordance with the law. Hard copies of incidents and complaints will be filed and stored securely at MGL Central Office in 6 Boake Place Garran ACT

(see *MGL Record Keeping Policy*, pg 36).

Review of Complaints Procedure

This document will be subject to an annual review by the Safeguarding committee.

Incident Report Form

For reporting incidents such as breaches to the Safeguarding Risk Management Strategy, policies, procedures, or disputes, threats or accidents during activities involving children and vulnerable people. **For Mandatory Reporting, please use Complaint Form**

GENERAL INFORMATION

Name of Ministry _____

Safeguarding Representative (if appointed) _____

Nature of incident _____

Date of incident _____

Time of Incident _____

Name(s) of persons involved in incident _____

Details of person/s involved i.e. lay worker, paid staff, volunteer etc. _____

Age(s) of persons involved in incident (if known) _____

Address(es) of persons involved (if known) _____

Phone No(s) _____

Name(s) of parents/guardians (if applicable) _____

Phone No(s) _____

Please attach any additional information and forward this form to the MGL Safeguarding Coordinator as soon as possible.

Fr Stephen Fletcher MGL (SC)
MGL Safeguarding Coordinator (SC)

T. (08) 8927 8913 M. 0403 967 194
E. mgl Safeguarding@gmail.com

PO BOX 40629 CASUARINA NT 0811
BEATON ROAD BERRIMAH NT 0811

DESCRIPTION OF INCIDENT

1. Describe the incident
(Add other documents/information as required)

2. Name(s) of leaders supervising at the time of the incident

3. Name(s) of any witnesses to the incident

4. What action was taken by the leaders supervising?

5. Follow up actions

This form has been completed by

(Name) _____

on (date) _____ and has been

forwarded to the MGL Safeguarding Coordinator

on (date) _____

Signature: _____



Complaints Form

| | | |
|----------------------|-----------------------------------|------------------------------|
| DATE | COMPLAINT RECORD REFERENCE | COMPLAINT ASSIGNED TO |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| YOUR NAME | POSITION | |
| <input type="text"/> | <input type="text"/> | |

How was the complaint received (e.g. phone, email, in person)? _____

Name of complainant _____

1. Name of child or young person involved in the complaint _____

2. Name of person making the complaint [if different to above] _____

3. Name of the person about whom the complaint was made [if applicable] _____

CONTACT DETAILS:

4. Complainant contact details

a) Address _____

b) Phone number _____ c) Email _____

d) Preferred contact method _____

DETAILS RELATING TO THE CHILD OR YOUNG PERSON:

5. Age _____ 6. Gender _____

7. Do they identify as Aboriginal or Torres Strait Islander? Yes / No

8. Are they from a culturally and linguistically diverse background? If, yes, specify: _____

9. Are they in out-of-home care? Yes / No

10. Do they have a disability? If, yes, provide any relevant details _____

11. Do they have communication support needs? Yes / No

If yes, was the child or young person offered an interpreter, a communication assistant, support person, advocate, family member? _____

Any other supports? _____

12. Provide any relevant information relating to the child or young person's preferred communication methods, support needs, and involvement in the complaint-handling process

13. If the complainant has a disability, provide any relevant details relating to their guardianship, advocacy or other decision-making arrangements

DETAILS RELATING TO THE COMPLAINANT

(if made by an adult on behalf of the affected child or young person)

14. Age _____ 15. Gender _____

16. Relationship to the affected child or young person _____

17. Do they identify as Aboriginal or Torres Strait Islander? Yes / No

18. Are they from a culturally and linguistically diverse background? _____

If yes, specify _____

19. Do they have a disability? If, yes, provide any relevant details _____

20. Do they have communication support needs? Yes / No

If yes: Was the complainant offered an interpreter? Yes / No

Was the complainant offered a communication assistant? Yes / No

Any other supports? _____

21. Provide any relevant information relating to the complainant's preferred communication methods, support needs, and involvement in the complaint-handling process

NATURE OF THE COMPLAINT:

22. Complaint description (accurately record the issues, concerns, details of any witnesses, as far as possible in the child's own words)

23. What outcome to the complaint is the complainant seeking?

IMMEDIATE RISK CONSIDERATIONS:

24. Details of any injuries and if the child or others received medical attention

25. Does the complaint indicate the possibility of criminal conduct? Yes / No / Unsure

26. Is a mandatory child protection report required? Yes / No

27. Does the complaint involve a reportable allegation/incident? Yes / No / Unsure

28. Is any immediate risk management action required? Yes / No

NEXT STEPS:

Signed: _____ Print name: _____ Date: _____

COMPLAINT RECORDS SHOULD BE SENT TO AND FILED AT 6 BOAKE PLACE, GARRAN, ACT 2605

MGL Record Keeping Policy

FILING PROCEDURE FOR PERSONAL

FILES OF PRIESTS/BROTHERS

The following Missionaries of God's Love (MGL) Filing Procedure aims to ensure clearly defined practices in filing documents and important papers relating to the engagement, retention and progression of brothers from their application to the MGL, their formation in Canberra and Melbourne and public ministry with the MGL.

These instructions also include details of requirements relating to the retention of documentation for brothers who may leave the MGL at any stage through formation or ministry.

These record keeping procedures identify the specific records that are required to substantiate the responsible admission into pre-novitiate, acceptance into initial vows, acceptance into final vows, invitation to Orders, and continuance in public ministry.

Also included are details of what information must be recorded and where and for how long these records should be retained.

This record keeping policy covers the maintenance and retention of personal services/ human resources record keeping for all MGL priests and brothers in formation and ministry.

This record keeping policy also mandates procedures for information sharing and record keeping practices in relation to safeguarding of children and vulnerable adults.

PERSONAL FILE CONTENT

MGL files for priests, consecrated brothers and all brothers in formation should be maintained and retained in the following order, as specified in the *MGL Personal File Checklist*.

This record includes the following:

- SECTION 1: **Personal** items such as application, resume, birth, Baptism, Communion and Confirmation certificates, reference letters, education history, certificates and licenses, correspondence and any IELTS records.
- SECTION 2: **Medical issues**, including a statement of integrity/child protection, medical card and medical clearance, psychological assessment and police certificates.
- SECTION 3: **Passport and Visa** issues, specifically the visa grants, passport and visas copy and immigration promise relating to the sponsored visa. Note that specific detailed Immigration papers processed will be retained in a separate file and need not be retained for candidates who depart the MGL.
- SECTION 4: **Formation** issues, including the stages of formation, various reflections, evaluations, letters, professions etc. at each of the stages of formation (promises, initial vows, acolyte/lector, seminary progression, perpetual vows, diaconate, priesthood).
- SECTION 5: **Ministry** details and related certificates and faculties, appointments, documented issues, and the candidate's Last Will and Testament.

N.B. When the history of an MGL priest or brother has an incident relating to child protection or to an issue in relation to a vulnerable person, a tag will be attached to either the stages of formation page, or the Schedule of Ministry page indicating that a confidential file is being held in the records exclusive to the Moderator and the Professional Standards coordinator. This alerts a later Moderator to the history of this priest or brother.

The Schedule of Ministry details the appointment & location, dates and ministry for priests and brothers

RETENTION OF PERSONNEL FILES

Index of Closed MGL Files must contain details of the name, date of arrival with MGL, last certificate and date issued, date of release from MGL, date of notice to Immigration (if applicable) and other relevant information.

MGL Closed File Requirements contains details of specific information and documents to be retained for each individual who leaves the MGL. In implementing this policy the stage and the particular candidate's journey with MGL will be recorded. Specific details of formal certificates issued by the MGL should be recorded and documents retained for all departing personnel. All formal certificates should be recorded (acolyte, lector, initial vows, final vows, diaconate, priesthood) and retained. In addition, information relating to the departure of the candidate should also be retained. This should include the letter of application, the letter of release from vows and all documents in the process of departure. Any assessments relating to all stages of formation should be recorded by date and retained. Where relevant, the last visa notification and the letter sent to Immigration regarding the candidate's departure, should be retained. Any documents and letters surrounding difficult issues that have been resolved with MGL, Church or civil authorities, should be retained.

The following outlines the retention requirements in specific circumstances:

- For candidates who depart the MGL before taking initial vows only limited information needs to be retained. This should be all the items mentioned on the *MGL Closed File Requirements* and where applicable, including the last visa grant and the letter sent to Immigration following the member's departure. If appropriate, documentation of difficult issues and assessments may be retained as instructed by the Moderator.
- For departing candidates who have entered into Initial Vows with the MGL the total personnel file should be retained for a minimum of five years, but for the Immigration section, only the last visa grant need be retained together with a copy of the advice to Immigration regarding the member's departure. After five years all Immigration records may be destroyed and records to be retained for a further 20 years should reflect the list of *MGL Closed File Requirements*.
- For departing candidates who have entered into Final Vows or been ordained or consecrated for the MGL, the total personnel file should be retained for a minimum of five years. However, where relevant, only the last visa grant information need be retained together with the letter sent to Immigration. The earlier general Immigration documentation may then be destroyed. After five years the *MGL Closed File Requirements* should be retained for 20 years, as confirmed by the Moderator for each case.
- Files in this category may only be destroyed on the written confirmation by the Moderator, with the relevant details recorded on the *Index of Closed MGL Files* and in the computer database.

MGL INFORMATION SHARING AND RECORD KEEPING IN RELATION TO SAFEGUARDING CHILDREN OR VULNERABLE ADULTS

Purpose of good record keeping

When an allegation is made, we endeavour to gather and store relevant information that is sufficiently comprehensive in order to demonstrate our accountability and transparency in decision making. The test of our record keeping practice would be that if anyone in the future needed to read such a record, that they would be able to understand the process used in the investigation, what decisions were reached, the rationale for those decisions and the action subsequently taken.

Policy of Record Keeping

- Any identified incident of a breach of the MGL Code of Conduct in regard to safeguarding children, including grooming, child sexual abuse, and all responses to such incidents will be recorded fully and accurately
- Any identified incident of a breach of the MGL Policies and Procedures in relation to vulnerable adults, and all responses to such incidents will be recorded fully and accurately
- Records relevant to child safety and wellbeing, including child sexual abuse, are to be maintained in a confidential and secure file. A master copy of each record is kept to avoid duplication
- Records relevant to issues with vulnerable adults are to be maintained in a confidential and secure file
- These records in relation to incidents with both children and vulnerable adults will be maintained in a secure filing cabinet which is water resistant and fire resistant within the MGL headquarters at Garran ACT
- These records are strictly confidential and can only be accessed by the Moderator and the Safeguarding Coordinator
- The records relevant to child safety and wellbeing, including child sexual abuse, will only be disposed of after a period of 50 years, or later if law demands it
- Individuals whose childhoods are documented in MGL records have the right to access, amend or annotate records made about them

What documents should be kept

The records will ideally be the original documents if obtained, or the printed versions from emails and other electronic communications. They would include:

1. The allegation:

- The initial report or complaint. An accurate and as close to verbatim account as possible of what has been said and by whom

2. Initial response:

- MGL's initial response to the person making the allegation, the alleged victim(s) and the respondent
- Consideration of the need to notify the Police of a suspected criminal offence; or Community Services of a child or young person who may be at risk of significant harm; to a reportable conduct agency; to a bishop or other Church authority
- The outcome of any reports made
- A plan detailing how the investigation is to be carried out
- The initial risk assessment, including what the identified risks are, the arrangements to manage those risks and decisions made about the respondent and the action taken in relation to the child or respondent (e.g. change in duties, support or counselling)

3. The investigation:

- All interviews, including details of the questions and responses. This should also include the location of the interview, who was present and the start and finish times of the interview. Where possible, records should be verbatim, verified, signed and dated by all involved
- Any decisions made, both during and at the conclusion of the investigation, including their rationale, the position and name of the person making the decision and the date the decision was made
- Any personal contact, discussions or emails with anyone about the matter. This should include the date, details of the discussions, questions, advice and outcome, the name of the person making the contact, details of their position and agency and where appropriate, the reason for the contact
- A summary report that details the allegation, the investigation process, the findings in relation to each allegation (including the rationale for the finding), the final risk assessment (which includes any final decision about the employee and the factors that have been considered) and any subsequent action that is to be or has been taken

4. Communication of the outcome:

- The written advice given to the respondent of the findings in relation to each allegation and the action to be taken
- Where appropriate, the advice given to the alleged victim/s or their guardian/s in writing, in relation to the outcome of an investigation

SAMPLE COMPLAINTS MANAGEMENT FILE:

| Complaints Management File ID | Open Date | Close Date | Status | Destruction Due Date | Destruction Actual Date | Signed |
|-------------------------------|-----------|------------|--------|----------------------|-------------------------|--------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



MGL Internet, Email & Social Networking Policy

The Internet provides a vast array of communication possibilities for evangelisation and facilitating relationships. The Missionaries of God's Love will harness these new opportunities for the good of discipleship and evangelisation, ensuring that they are always used well, respecting at all times the dignity and rights of all involved in their use.

There is no doubt that the new forms of social media can be used for the promotion of the Gospel, aiding the Church and its various organisations in its missions. The Missionaries of God's Love is committed to having robust guidelines regulating the use of the internet within its communities to ensure the protection of both minors and vulnerable persons as well as our brotherhood and evangelical lifestyle. These guidelines will outline the vision for responsible and appropriate use of the internet and social media networking within the Missionaries of God's Love Brothers.

Internet Use Generally

As Missionaries of God's Love, we exist to proclaim the Good News of Jesus to the ends of the earth. We were founded under the grace of the "New Evangelisation," one that is "new in its ardour, new in its methods and new in its means of expression" (JP II Haiti 1983). We have a particular heart for reaching out to the young, the un-churched and those on the margins of society. As such, the internet is not only important but an essential tool of evangelisation for us. Living in the twenty-first century, it is also becoming more and more a normal means of communication between individuals.

The internet is basically an open public forum and as such, it is virtually impossible to ensure complete privacy in any of its forms. This makes the internet a possible tool for both good and evil. In our use of the internet, we must ensure that we protect the rights of those we contact and clearly and correctly regulate and monitor any form of contact with minors and vulnerable persons.

As with the rest of our lives as consecrated men, we need to be careful that all of our internet use – the kinds of sites we access and the content and manner of our communication with others – is consistent with Christian values and the teaching of the Catholic Church. The way that we use the internet, in other words, is yet another way that we can give witness to the love of God.

General Guidelines for Online Communications

When using any computer or device at all times a brother will:

1. Be respectful, polite, and considerate and communicate with charity and the awareness of the dignity of all persons.
2. Ensure communications are open, transparent and consistent with his vocation as a Missionaries of God's Love.
3. Identify himself and use his own name.
4. Respect the privacy of others and ensure that no information is communicated or published that should not be made public.

When using any computer or device under no circumstances does a brother:

1. Access child pornography on the internet. In some states and countries this may constitute a mandatory reporting offence, and thus if discovered, leave the brotherhood no option other than to report such an offence to the relevant civil authorities according to the prescribed course of action in such a situation.
2. Engage in any illegal activities on the internet.
3. Violate the copyright of videos, pictures, audio or text. This includes ensuring that one has the right to download, stream, or copy any materials accessed on the internet or another computer or computer system. Furthermore:
 - a. Any images of persons used in advertising or on MGL Websites must have permission from the individuals.
 - b. Any use of the image of a minor must have the written permission of the parent(s) of the child.

4. Download, copy, install or transmit commercial software, shareware or freeware without the consent of the System Administrator in either the Formation or Mission House. Mission houses may decide on their own policy in regard to acceptable programs that are needed in setting up laptop computers for ministerial use to avoid having to always seek permission when downloading programs from a set list.
5. Access pornographic or other sites inappropriate to our consecrated way of life, such as dating sites.
6. Access, submit, post, publish, forward, download or display any materials that are obscene, threatening, discriminatory, harassing, illegal, or abusive in any way.
7. Access or promote gambling, inappropriate or excessive gaming, or any other inappropriate activity.
8. Use a computer or the Internet for personal financial gain, commercial, advertising or solicitation purposes.

The internet may be used to facilitate the solicitation of funds for the purpose of MGL projects and ministries. An MGL brother would coordinate with the Head of the House or Head of the Mission (whose responsibility it is to monitor fundraising activities) in order to ensure that the need is worthy and so that any form of 'donor fatigue' can be managed appropriately.

Safeguarding Children and Vulnerable Persons

It is a priority of the Missionaries of God's Love to ensure the protection of children and vulnerable persons in our use of online communication. Children and vulnerable persons use technology to communicate in various ways including the use of email, internet browsing, social media, text messaging, online chats, video conferencing, phone, mobile phone and on a variety of devices. This protocol applies to all those forms of technology.

It is a fact that while technology can be used for much good in keeping people in contact with one another, it can also be an instrument through which great harm can be caused to those least able to defend themselves against it. In order to ensure responsible use of the internet, all forms of social media and all online communications MGL brothers will follow protocols and guidelines. He will:

1. Not use inappropriate language and images, e.g. material that is harassing, defamatory, bullying, threatening, sexually explicit, obscene, profane, illegal or otherwise offensive.
2. Not invite or accept invitations to connect online with friends under 18 who are not family members. This also applies to any gaming that may be undertaken on internet or cell phone/mobile phone. If it is deemed necessary to have a minor as a friend then the written permission of the parent of the minor is to be obtained outlining the necessary reasons for it. The exception to this may be the Official MGL Ministry Page should there be agreement that it is acceptable for minors to be 'friended' on this type of site only.
3. Keep privacy settings at the minimum level of openness. Never allow others to 'tag' him in a photo without first gaining his approval. The timeline filter should be 'on' at all times.
4. Never post pictures of himself alone with minors. An exception to this may be clearly formal group photos where the group being photographed are all minors such as a First Communion setting.
5. Never send or receive images of a child or request from a child images of a child or children. If images of a particular child or children are received from a child, they should be deleted immediately and consideration should be given to whether a notification is required.
6. Discern carefully all status updates, photo uploads and groups joined as to their appropriateness to our witness as consecrated men and Missionaries of God's Love. In this context the following should be avoided:
 - Excessive posting of photos when traveling. Traveling is not necessarily a given for the people with whom we minister. It is rare that the poor can afford to travel. Having taken a vow of poverty, it is important that the witness of our lives is consistent with it. Any other form of posting of text or photos that is not consistent with our vow of poverty and commitment to a simple way of life is to be avoided.
7. Ensure his profile picture is a photo of himself in 'brown and whites,' with the cross and flame visible or in liturgical dress. This provides the clearest visual sign that we are consecrated men. Furthermore, it is not permitted to use a pseudonym online, so that it is clear we are not hiding anything.

Protecting the MGL Lifestyle

We need to note here that we live in societies where addictive behaviour is on the rise and causing all sorts of damage to individual, family and community relationships. The internet, when used in a reflective and responsible way can foster and strengthen our interpersonal relationships. However, without care and attention, it can be another means by which addictive practices are both established and furthered to the detriment of both the individual and the community. This is why we should be carefully monitoring and reviewing the effect internet and mobile/cell phone usage is having on our lifestyle of prayer, brotherhood and evangelisation.

There are times when their use will not be appropriate in order to guard our lifestyle and charism. The MGL also reserves the right to monitor the use of the internet services in its houses. In the normal state of affairs there will be a filter placed on the internet in order to exclude, as far as possible, those sites that we know to be inappropriate. This may include blocking, if possible, advertisements on the social networking and internet sites as most of this material is inappropriate to our way of life and often totally contrary to it.

As consecrated men, we are seeking to develop a contemplative spirit in our lives. Easy access to and use of entertainment options from the internet do not necessarily help us in this regard. We choose the 'quiet life,' that is a life with minimal intrusion of social media in order to protect our contemplative spirit and to make ourselves available to the Holy Spirit at all times possible in a spirit of reflection, devoid of the hyperactivity of constant access to social networking and internet services.

As consecrated men who have chosen to give ourselves to the Lord within the Missionaries of God's Love, it is part of our witness to the all-consuming love of God that we do not make unreflective use of the internet as seems to be the case with so many of our contemporaries.

Important Protocols

1. We may use the internet for formation, study, ministry and communication purposes. However, we should remain vigilant so that its use is always at our service and we are not being driven by it in any way.
 - a. Any Brother's presence on the Internet and Social Media must be transparent. His presence must clearly identify him as an MGL.
 - b. It is the individual brother's responsibility to monitor the time he spends accessing the internet. However, another brother, particularly the Head of the House or Mission is free to challenge a brother if he considers his use/time on the internet, to be excessive or inappropriate.
2. In keeping with our vision for a life of contemplation and simplicity we limit our use of the internet for personal entertainment or recreation (e.g. downloading movies, non- ministry related you-tube clips, watching TV programs, playing games, and the like).
3. In order to protect our life of prayer, we do not, generally speaking, email or use social media before Morning Prayer or after Night Prayer, that is, between the hours of 10:00pm and 8:00am. This is in order to facilitate the growth of a contemplative spirit within both the individual and the brotherhood as a whole.
4. Any involvement in political activities of any sort need to be submitted firstly to the Head of Formation for those in formation and to the Head of the House for those on mission before embarking upon them. A brother's continued participation in political activities will be under constant evaluation.

In the event that a violation of any of the *MGL Social Media Protocols* comes to the attention of the MGL then the brother in question will be approached in the first instance by the System Administrator of the House in which he lives and, if deemed necessary, the matter will be brought to the attention of the Head of the House or Mission such that the proper pastoral actions may take their course.

MGL brothers will:

1. Recognise that prayer, meal and brotherhood times are times when using cell phones/mobile phones and social networking is not appropriate.
2. Avoid all possibility of scandal when posting or 'liking' posts, pictures and pages.
 - a. This includes never posting pictures where you are holding children or pictures that may be misconstrued in a scandalous way even if they are completely innocent.
3. Avoid all inappropriate jokes, colourful language, gossip, and in general, anything that could be construed as negative speech in the public forum.
4. Always remember that as an MGL he is a 'public figure,' and never a 'private figure' on social media sites, and so:
 - a. All posts of MGL brothers on every form of public media must conform to the teaching of the Catholic Church.
 - b. Always inform the Head of the House in which you are living of any form of participation in any Blog or Vlog Site other than those run by the MGL. A brother should be open to the fact that because of the public nature of his vows within the MGL that at times it may be discerned that continued participation in some Blog Site discussions is inappropriate. In this regard the MGL reserves the right to protect its public image – exposure to public perusal – at the expense of the individual's perceived right or desire to participate in that particular conversation or form of activity
5. Seek to limit any time-wasting practices in the use of both cell phones/mobile phones and social networking.
6. Always be aware of the amount of time being spent using social media and surfing internet sites. As a rule of thumb, anything over one hour a day should be considered excessive.
7. Not access the internet or make phone calls between the hours of 10:00pm and 8am, except for emergencies.

In the Formation Setting

Those in initial formation, as an aid in their transition into consecrated life, will have less access to the internet and social communications media than vowed brothers.

1. **Pre-novices**, in order to help them transition well into consecrated life, will have limited access to any personal social networking accounts for the entirety of their pre-novitiate year. The Formators will determine which social networking sites, if any that may be used. Any other accounts will need to be closed either before or when an individual joins the MGL Formation Program.
2. **Novices** will not have access to personal social media facilities except email, and that on a limited basis. Exceptions to this may be allowed e.g. the need to contact family in an emergency situation where there is no other way to contact them quickly and effectively.
3. Both **Pre-novices and Novices** will be required to cease contributions to any Blog or Vlog sites in which they participate. Once they have taken vows and have entered into the Seminary House they can enter into a discernment of their ongoing participation in such activities with their resident Formators.

The MGL brothers may also have their own Household or Mission Facebook sites. The following rules apply to its use:

1. There will be one brother only in each house who acts as an administrator for local content (e.g. events, fundraisers, etc.).
2. The Leader of the Brothers will also be an administrator.
3. We do not want "friend to friend" conversations on our pages that have nothing to do with us.
4. All brothers on Facebook should be sharing MGL Brothers events on their personal pages as appropriate.
5. Any photos of ministry, brotherhood/fun and prayer should be sent to the administrator to add to the albums. Earlier protocols regarding these ought to be followed.
6. At this stage, "messages" and "tagging photos" of the MGL brothers should be deactivated.

Email Use

As Missionaries of God's Love, all that we do – public or private – reflects our call to be consecrated to the Lord and to witness His love to others. Unless necessary for ministry purposes, a brother should have only one email address, so as to avoid confusion when communicating through email. That email address should clearly identify his name for ease of recognition and transparency.

Social Networking

Today, social networking is a powerful tool for connecting especially with young people and as such is an important tool for evangelisation. As Missionaries of God's Love, we seek to harness this positive potential of social networking for both evangelistic and communication purposes, while being very aware of its limits and negative potential.

The Australian Catholic Bishops Conference, in its *Social Networking Protocol for the Catholic Church in Australia* reminds us that:

“While the gifts of social networking are vast, it is important to remember in our engagement that the digital world is not exclusive. Social networking should never replace real relationships with people, and particularly in a ministry context, efforts should be made to avoid simply digital relationships.

This is also important in the sense of retaining the Church's focus on the poor. The majority of the world still cannot afford a computer, many have little access to educational possibilities and as such struggle with literacy; or perhaps they live in remote areas with limited access to technology. Hearing others talk about their social networking experiences can be profoundly isolating for those unable to take part.”

As missionaries with a particular focus on spreading the Good News of God's Love to the young and those on the margins of society, we should be very conscious of these issues. Our use of any social networking media will be in keeping with the standards set by the Australian Catholic Bishops Conference, any relevant local laws and the following guidelines:

Further Ministry Guidelines

Online Behaviour

An internet presence is a positive and desired means for the MGL to engage in the ministry of discipleship and evangelisation. MGL brothers who engage in such ministry are expected to do their work with the same diligence and accountability as those engaging in the more traditional forms of ministry.

1. Online behaviour should always demonstrate a Christ-centred love for others... and a respect for human dignity. Appropriate boundaries should always be taken into consideration and observed, particular in relating to young people in a youth ministry setting.
2. All relevant protocols and laws are to be observed as is appropriate.
3. Those who engage in social networking as part of their Church ministry should do so in the name of evangelisation, that is, to build appropriate relationships that can encourage and foster growth in faith. This engagement should facilitate growing in relationship with Christ. The following principles are important:
 - a. A brother engaging with the internet ought to be open with the Head of the House/Mission as to the content and sense of his engagement.
 - b. The content—audio, video and written—should strive for excellence in its category and thus meet the legitimate expectations of those for whom it is intended.

Content requirements

Content should contain nothing that could justifiably be perceived as giving unnecessary offense to other persons, groups, nations or institutions. At the same time, we recognise that even the proclamation of the Gospel may “offend.”

1. In addressing issues that are or may be considered controversial or sensitive, an MGL brother should seek out the counsel of others with knowledge and experience of these issues and have the content reviewed by them prior to its posting. However, either with or without such a prior review, an MGL brother must always remove any content immediately at the request of his local superior or the superior’s delegate for internet content.
2. If an MGL brother notices inappropriate content as part of another MGL brother’s engagement with the internet then he has a responsibility to either challenge the brother in question or report the inappropriate content to his local superior.
3. Internet presence that allows for synchronous communication (comments, bulletin boards, forums and so on) must include a code of conduct for participants. An MGL brother responsible for such Internet presence must ensure all content and actions on the site meets the code of necessary codes of conduct. The sharing of information on sites should be of appropriate materials for faith formation or catechesis. Social-Networking sites can be ideal for promotion of Church events or activities and for sharing worship resources in a wide range of formats, be it video, text or sound.
4. The teachings of the Catholic Church should be consistently upheld in these social networking activities, and should not move beyond appropriate personal communication with those in the ministry setting.
5. Clear distinctions should be maintained between personal and professional communication in the social networking environment.
6. Brothers are to abide by any particular protocols for social media that are required by their local bishop.
7. Clergy, Church workers or religious who use social networking sites in a professional capacity should keep this distinct from a private capacity and care should be taken in accepting or adding ‘friends’. There is great potential for a blurring of boundaries in the social networking field.
8. The use of photographs or videos should be carefully monitored, and permission should be sought from all who appear in photographs or videos before being posted or tagged. While in some public contexts, it can be assumed that people know they are being photographed to go on a website or a Facebook page; other situations might not be so obvious. Material should always be appropriate, and the sharing of embarrassing or offensive photos or videos should always be avoided.
9. Commentaries appearing on social networking sites of a rude or offensive nature or those which are vulgar or which could be interpreted as bullying should be immediately removed.
10. Privacy should be of the utmost importance, and care should be taken to protect people, especially youth, from their personal information being displayed on a social networking site. This particularly refers to phone numbers and email addresses.

A digital communication policy also exists for MGL Staff and Volunteers. All staff and volunteers working with MGL should refer to the Internet, Email & Social Networking Policy for Staff & Volunteers

Missionaries of God's Love Volunteer / Staff Members Policy

PURPOSE

- This policy outlines the steps in engaging a volunteer or staff member to perform a task for the Missionaries of God's Love, either assisting in administration, teaching in the formation program or in a particular ministry
- For the purpose of this policy, a volunteer means a person who is not paid for his/her contribution
- A staff member means a person employed and receiving payment for his/her contribution
- Child safety must be a key focus in the selection and engagement process for new volunteers and staff members

COMMITMENT

The Missionaries of God's Love leadership is committed to:

- Ensuring that volunteers and staff members are committed to child safeguarding
- Ensuring that volunteers and staff members are protected and not exploited
- Ensuring that volunteers and staff members are provided with healthy and safe working environments
- Ensuring that volunteers and staff members understand their role and responsibilities

ENGAGING A VOLUNTEER OR

STAFF MEMBER

- Recruitment of volunteers and staff members is from persons already known or highly recommended to the MGL. We do not usually publicly advertise for staff or volunteers. However, when we are letting our circle of friends of the MGL know that we are seeking help either for volunteers or staff, we include in the communication:

"We are seeking applicants who are able to demonstrate an understanding of appropriate behaviours when engaging children or young people"

And/or "MGL promotes the safety and wellbeing of children from culturally diverse backgrounds and encourages applications from people of culturally diverse background"

In some cases it will be helpful to include "MGL promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander peoples".

- From the outset we make it clear to an applicant that MGL has child safety as highest priority and we have a zero tolerance approach to child abuse
- Our position description, selection criteria, interviews and reference checks articulate that children are valued and respected, we are committed to child safety, and sensitive to child's developmental needs and culturally safe practices
- Together with two other trusted, competent brothers or staff members the Moderator, Mission Head, or Formation Leader interviews a prospective volunteer or staff member. His/her suitability for a particular role is assessed by asking some of these questions (some questions may not be appropriate depending on the envisaged degree of involvement with children):
 - > *In your previous work or voluntary experience, did you work with children? What was most challenging about that work? What was most rewarding?*
 - > *What elements contribute to a safe and caring environment for children?*
 - > *What strategies do you use when engaging children? Give a practical example of how this has worked in the past?*
 - > *How would you describe appropriate professional boundaries in relation to children in the context of this role? How do you ensure you maintain those boundaries?*
 - > *Tell us about your experience working with children and families from culturally diverse backgrounds. How have you been able to build trust and cultural understanding?*

- > *This ministry has a clear and unwavering commitment to upholding the dignity of every child we come into contact with. How do you see yourself demonstrating this commitment through your actions and interactions with children, parents and colleagues?*
- > *This position involves working with children from 10 to 18 years of age – tell us a little of your experience working with children of different ages – what strategies do you use, how do you actively listen and seek their input into your planning, how do you know you have met their needs?*
- > *Have you ever faced an ethical dilemma in the workplace? If so, what was the issue and what did you do?*
- > *Have you had experience of needing to mediate child-to-child bullying? What did you do?*
- > *Have you had experience working with children from other cultural backgrounds? What would you consider important in this regard.*
- > *This role is focused on working with children – how do you go about keeping parents and carers informed and involved appropriately?*
- > *What would children you have worked with in the past say about you?*
- > *What action would you take if a child disclosed to you that they are feeling unsafe or threatened?*
- > *Have you ever been investigated for a workplace misconduct incident related to working with children?*
- > *Have you ever been charged or convicted of a child-related offence?*
- > *Are there any aspects of this role or the broader ministry or MGL as a whole that you don't understand or would like clarification about?*

VALUES BASED INTERVIEWING

Interviewing should carefully assess the suitability of applicants for volunteer or staff positions. Some areas necessary to assess:

- Motivation to work with children, or to be involved with children
- Understanding of professional boundaries
- Understanding of children's physical and emotional needs
- Understanding of cultural diversity and particular concerns related children coming from ATSI or other cultural backgrounds
- Attitudes to children's rights and how they can be upheld
- Values: honesty, integrity, reliability, fairness and non-discrimination
- Attitudes towards working with children, or to be involved with children

USE OF REFEREE CHECK

In assessing volunteers and staff members referee checks must be used to confirm and verify information gathered from the application, resume, interview and to check whether there are any inconsistencies.

Sample questions for referee checking:

- > *How long have you known the applicant and in what capacity?*
- > *Check if the referee understands the nature of the role, and if not, provide information regarding the MGL, the role, the ministry, especially in relation to working with children*
- > *Please comment on his/her skills and qualities you believe would make him/her suitable to work in an environment which may involve contact with children at times (of only occasional contact with children) or will involve directly working with children or young people.*

- > *In your view and in relation to this role, what do you see as his/her strengths and weaknesses?*
- > *What do you think makes this person a good fit for this role/ministry*
- > *Can you comment on his/her reliability, accountability, trustworthiness, attitude towards children and relationships with colleagues?*
- > *Have you had any concerns with his/her performance especially in relation to work with children?*
- > *If yes, please explain when these issues were identified. When were they discussed with the individual? What work is he/she doing to improve and what progress has been made?*
- > *As far as you know has he/she ever experienced any issues (including health related) which may affect his/her work, especially in relation to his/her interaction with children? If yes, please describe the issues and/or circumstances.*
- > *As far as you are aware, has this person ever been charged with, or convicted of, a criminal offence?*
- > *To the best of your knowledge, is there any reason this person would be considered unsuitable to work in this role.*
- > *Tell me what it is like to work with this person?*
- > *What else do I need to know about this applicant that I haven't already asked?*

RECORDS

The Moderator/Mission Head/Formation Leader issues a letter of appointment and ask the volunteer or staff member to acknowledge the terms and conditions. The letter will include the duration of the appointment.

A Register of Volunteers and Staff is held in MGL Central Office at 6 Boake Pl., Garran. ACT.2605. This register contains the nature of the work being done and the role of the volunteer or staff member.

WORKING WITH CHILDREN CHECKS

All volunteer/ staff members are required to have a valid *Working With Children Check*. Staff members who are trusted with money, keys or classified documents are required to obtain a national police check as a condition of employment.

In missions where a working with children check is not required (e.g. in missions in countries other than Australia) all efforts should be made to make other background checks prior to volunteers or staff work with children

The central register of volunteers and staff members keeps a record of all WWCC and police checks. This record is checked every 6 months to monitor when WWCC or police checks are due to lapse. If the clearance is still relevant MGL administration advises the volunteer/staff member to renew the card. The renewal is followed up until finalized.

If a volunteer or a staff member has an allegation substantiated or a conviction of child abuse the MGL should advise the relevant authority that the WWCC should be cancelled.

The Moderator/Mission Head/Formation Leader issues a letter of appointment and ask the volunteer or staff member to acknowledge the terms and conditions. The letter will include the duration of the appointment.

The volunteer is required to have a valid *Working With Children Check*.

The Safeguarding Coordinator keeps a *Register of Volunteers*.

INDUCTION

New volunteers or staff members must undergo an induction program before commencing their task or as soon as possible after it has begun. The Moderator/ Head of mission or Leader of Formation organises the induction with the advice of the Safeguarding Coordinator, and the following topics are covered:

- Charism of MGL
- Zero tolerance for child sexual abuse
- Job Description
- MGL Child Safeguarding Policy
- MGL Code of Conduct – including how to respond to a disclosure of harm from a child
- MGL Child Safety Complaint Handling Policy – including how to respond to a complaint about inappropriate behavior towards children, reporting obligations, including reporting to the police, child protection authorities, reportable conduct schemes and any other relevant agencies
- MGL Risk Management for Child Safety – including highlighting where the higher risks are in the particular ministry or position the person is entering, and understanding the strategies needed to minimize risk of harm to children
- MGL E-safety policies – training in E- safety relevant to the ministry
- MGL Information Sharing and Record Keeping Policy – including the requirement that all records are kept centrally, the conditions of access, and the length of time they are kept.

Attendance at the induction program is recorded. At the end of the program the volunteer or staff member is required to sign an acknowledgment of attendance and to sign the Code of Conduct Declaration. These are kept in the register.

The Induction program will be reviewed annually to ensure that it is up to date with legislative changes and other developments in child protection within both the Church and civil society.

PERFORMANCE REVIEWS

A performance review will be conducted annually on all volunteers and staff in regard to their safeguarding responsibilities relevant to their role (See Volunteer/ staff Performance Review). The volunteer or staff member completes a self-evaluation. The Supervisor also does an evaluation of the person. Then the person meets with the Supervisor to work on any needed improvement strategy.

ANNUAL SAFEGUARDING TRAINING

Volunteers and staff are required to attend on-going safeguarding training organised by Missionaries of God's Love. An annual refresher will be given at the beginning of each year. This training refreshes volunteers and staff in their practical commitment to child safety and updates them on any developments in legislative reform, increasing expertise and other contemporary requirements.

Volunteers are required to attend annual safeguarding training organised by Missionaries of God's Love.

Safeguarding Code of Conduct - Priests and Brothers

DECLARATION

I agree to abide by the Missionaries of God's Love Safeguarding Code of Conduct. I understand that breaches the MGL Safeguarding Code of Conduct may lead to disciplinary action, further training or dismissal.

Signed _____

Date _____

Full name (Please print) _____

Mission/Formation Location _____

Please return the completed form to the MGL secretary in Canberra (mglsecretarycbr@gmail.com)

Safeguarding Code of Conduct - Volunteers and Employees

DECLARATION

I agree to abide by the Missionaries of God's Love Safeguarding Code of Conduct. I understand that breaches of the MGL Safeguarding Code of Conduct may lead to disciplinary action, further training, being stood down from my volunteer work or the termination of my employment. I have undergone the required induction for child safeguarding and am familiar with the MGL documents on Child Safeguarding, and have ready access to them.

Signed _____

Date _____

Full name (Please print) _____

Mission/Formation Location _____

Please return the completed form to the MGL secretary in Canberra (mglsecretarycbr@gmail.com)

Safeguarding Committee

Authority

- The Safeguarding Committee is a formally constituted Committee with the Missionaries of God's Love reporting to the Moderator, chaired by the Safeguarding Coordinator
- The Safeguarding Committee has delegated authority to oversee and monitor policies, procedures and practices which safeguard children engaging with the Missionaries of God's love and to ensure safeguarding functions are embedded in the governance structures and practices of the Missionaries of God's Love
- The Missionaries of God's Love Professional Standards Unit (PSU) is an advisory body in handling complaints made in regard to the conduct of an MGL member, staff or volunteer. The PSU is called upon by the Moderator and/or the Safeguarding Coordinator when a complaint has been made and needs investigation. The PSU is a subcommittee of the Safeguarding Committee
- The Safeguarding Committee oversees responses to complaints handled through the PSU.

Membership

The Committee has a maximum membership of eight people comprising:

- The Chairperson who is the Safeguarding Coordinator (Fr Stephen Fletcher MGL)
- Moderator (Fr Ken Barker MGL)
- Educational, Compliance and Risk management coordinators (Fr David Callaghan MGL, Fr Daniel Benedetti MGL)
- An external person with expertise in child protection (Kelvin Simon)
- An external person with Church experience and expertise in drawing up policies and procedures (Selina Hasham)
- An external person with Church experience (Branka van der Linden)

Purpose

- Oversees the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding policy and related procedures and practices, in relation to all children engaged with the Missionaries of God's Love
- Oversees self-auditing of compliance of all houses and missions with the Missionaries of God's Love requirements, in line with the National Safeguarding Standards

- Oversees the work of the functions of the PSU and receives updates on the progress of the handling of cases by the PSU
- Monitors, tracks progress and reviews the Safeguarding Implementation Plan for the Missionaries of God's Love
- Establishes a framework to address how risk management and risk assessment is done and monitors the implementation risk management strategies.

Responsibilities

- Identifying and contributing to the development of a Child Safeguarding Policy, Commitment Statement and appropriate elements of a Code of Conduct
- Contributing to the development of the Missionaries of God's Love's Safeguarding Implementation plan
- Monitoring and tracking progress and regularly reviewing the Safeguarding implementation plan, including the development and implementation of risk assessment and management in all locations and ministries.
- Supporting the Moderator and the Missionaries of God's Love to implement all aspects of the National Catholic Safeguarding Standards

Term of Office

- Members are appointed for a term of three years, renewable.
- Members are approved by the Moderator of the Missionaries of God's Love
- Gaps in knowledge, skill or background of the Committee are reviewed annually and the Chair makes recommendations to the Moderator for any necessary changes or additions to membership.

Frequency of Meetings

- The Committee meets at least four times per year, but can be more depending on the need
- Five members, including the Chair, is considered a quorum for meetings of the Committee

Decision making

- The Safeguarding Committee exists to provide strategic and skilled guidance and advice to the Moderator and the Safeguarding Coordinator

In matters requiring a decision by the Safeguarding Committee they will seek to achieve consensus. If this is not possible they will decide by a majority of votes of those present

MGL Safeguarding Coordinator

The Safeguarding Officer promotes the safety and wellbeing of children and young people.

YOU MIGHT TALK TO THE SAFEGUARDING COORDINATOR IF YOU:

Are a child or young person who wants help or support

Are worried about a child, young person or family

Want to know more about supporting and welcoming children and young people

Want to know more about children's rights in the church – including those of your own children, or your own rights if you are a child or young person

Want to know more about what our MGL community has in place to safeguard and support children and young people

Are worried about the behaviour of an adult toward children or young people

Have ideas about how our MGL community can make things even better for children and young people – especially if you are a child or young person yourself!



Our Child Safeguarding Coordinator is:

Fr Stephen Fletcher MGL (SC)
MGL Safeguarding Coordinator (SC)

T. (08) 8927 8913 M. 0403 967 194

E. mgl Safeguarding@gmail.com

PO BOX 40629 CASUARINA NT 0811
BEATON ROAD BERRIMAH NT 0811

Professional Standards Unit

The Missionaries of God's Love Professional Standards Unit is designed to give adequate advice and support to the Safeguarding Coordinator in the event of a complaint, and/or allegation made against a member of the MGL, or someone on the staff, or a volunteer.

The Purpose of the Professional Standards Unit

The purpose of the group is to ensure that the MGL complaints procedure is followed and enacted in a manner which cares for the welfare and safety of the alleged victim and ensures natural justice and charity for the alleged perpetrator.

The Benefits of the Professional Standards

- A quick and thorough response to complaints
- Expertise and consistency in response
- A proactive, comprehensive and restorative response to victims, both children and vulnerable people
- A sharing of wisdom which helps the Safeguarding Coordinator make an objective assessment of situations that arise

Scope of the Professional Standards Unit

The PSU will triage any complaint of serious misconduct in relation to children or vulnerable adults. They will triage the complaint and then initiate any appropriate process, ensuring that the complaints handling procedure is followed from the receiving of a complaint to final outcomes and any disciplinary matters.

The group will sometimes need to consult with appropriate experts in civil law and canon law, as well as professionals in psychology and other disciplines

The group will need to be aware of legal obligations, and collaborate and communicate with relevant professional standards offices, Archdiocesan chanceries, agencies and ministries, the Ombudsman, and child protection agencies, as well as the police when necessary.

Membership

The PSU is comprised of the Moderator of MGL, the Safeguarding Coordinator, and two other persons who have long professional experience in the field of child protection and investigation.

Fr Ken Barker MGL – Moderator MGL

Fr Stephen Fletcher MGL – Safeguarding Coordinator

Kelvin Simon – Child Protection Investigator and Consultant

Julie Bufalo-Long – Intake and Assessment Social Worker Uniting Children and Families ACT

Roles and responsibilities

Here are the roles and responsibilities during a Complaints process



DECISION-MAKER Moderator MGL

The decision-maker is kept at an “arm’s length” distance from the investigative process in order to maintain a sense of independence and avoid any potential conflict of interest.



COMPLAINANT SUPPORT PERSON

This is someone who can be informed of the process which is happening and is best positioned to care for the needs of the person making the complaint. In the case of a child it may be a parent or counsellor. An adult complainant may have their own support person, but it is the responsibility of the PSU to make sure they have one.



INVESTIGATIVE OFFICER MGL Safeguarding Coordinator

The investigative officer coordinates the investigation process. A report is produced for the Moderator. The SC will draw upon the expertise of the other members of the PSU, and they may outsource the investigation to another professional group, e.g. if there is a conflict of interest between the investigator and any parties involved.



RESPONDENT SUPPORT PERSON

This should be someone close to them and accessible. The person will need to be briefed of the process, but they cannot be informed of the facts or findings coming from the complaint or any investigation. They simply know that the respondent is undergoing a process and they support the respondent through the process.

Appendix A

LEGAL OBLIGATIONS AND THE RELEVANT LEGISLATION

The MGLs are located in a number of jurisdictions, both within Australia and overseas. The following provides a reference list for the application legislation in each jurisdiction in Australia where the MGLs operate.

Australian Capital Territory

Principal Act:

Children and Young People Act 2008 (ACT)

Other relevant Acts:

Adoption Act 1993 (ACT)

Children and Young People Act (ACT Childcare Services) Standards 2009 (No. 1)

Children and Young People (Employment) Standards 2011 (No. 1)

Crimes (Child Sex Offenders) Act 2005 (ACT)

Family Violence Act 2016 (ACT)

Ombudsman Act 1989 (ACT)

Working with Vulnerable People (Background Checking) Act 2011 (ACT)

New South Wales

Principal Act:

Children and Young Persons (Care and Protection) Act 1998 (NSW)

Other relevant Acts:

Adoption Act 2000 (NSW)

Advocate for Children and Young People Act 2014 (NSW)

Child Protection (International Measures) Act 2006 (NSW)

Child Protection (Offenders Prohibition Orders) Act 2004 (NSW)

Child Protection (Offenders Registration) Act 2000 (NSW)

Child Protection (Working with Children) Act 2012 (NSW)

Crimes (Domestic and Personal Violence) Act 2007 (NSW)

Industrial Relations (Child Employment) Act 2006 (NSW)

Ombudsman Act 1974 (NSW)

Young Offenders Act 1997 (NSW)

Northern Territory

Principal Act:

Care and Protection of Children Act 2007 (NT)

Other relevant Acts:

Adoption of Children Act 1994 (NT)

Child Protection (Offender Reporting and Registration) Act 2016 (NT)

Children's Commissioner Act 2013 (NT)

Disability Services Act 2004 (NT)

Domestic and Family Violence Act 2007 (NT)

Information Act 2006 (NT)

Youth Justice Act 2005 (NT)

Victoria

Principal Act:

Children, Youth and Families Act 2005 (Vic.)

Other relevant Acts:

Adoption Act 1984 (Vic.)

Child Employment Act 2003 (Vic.)

Child Wellbeing and Safety Act 2005 (Vic.)

Children and Justice Legislation Amendment (Youth Justice Reform) Act 2017 (Vic.)

Commission for Children and Young People Act 2012 (Vic.)

Family Violence Protection Act 2008 (Vic.)

Sex Offenders Registration Act 2004 (Vic.)

Working with Children Act 2005 (Vic.)

Appendix B

CHURCH PROTOCOLS

The MGLs are committed to ensuring that all MGL members and personnel comply with all relevant state and territory government legislation as well as all requirements of the Catholic Church in Australia in respect of safeguarding children and vulnerable adults, namely:

- *Integrity in Ministry* (reprinted 2010) (Principles and Standards for Catholic Clergy and Religious Australia)
- *Towards Healing* (2010) (Principles and Procedures in Responding to Complaints against Personnel of the Catholic Church in Australia)
- *National Catholic Professional Standards* (2018)
- *National Principles for Child Safe Organisations – National Framework for Protecting Australia's Children 2009 – 2020.*



Appendix C

PROMOTING CULTURE, DIVERSITY AND SAFETY

We seek to partner with Aboriginal Church Communities, like St Martin De Porres Catholic Aboriginal community in Darwin, and with the National Catholic ASTI body, NATSICC in providing the best safeguarding practice that is culturally appropriate and safe for the diverse cultures and languages of the ATSI people.

Cultural safety for Aboriginal and Torres Strait Islander children and young people

“Strong cultural identity, connections to family and community, and cultural care practices are non-negotiable factors in keeping our children safe.” Sharron Williams, SNAICC Chairperson (quoted in SNAICC 2017)

In an organisational context, cultural safety is defined by the experience of Aboriginal and Torres Strait Islander children and young people. Consulting with Aboriginal and Torres Strait Islander families and local communities can be a useful starting point in supporting cultural identity and building |cultural safety.

Respecting Aboriginal and Torres Strait Islander culture and promoting cultural safety are the

foundations upon which child safety grows.

It is also important to acknowledge that Aboriginal people are the First Peoples who have an ongoing connection to this country beyond 60,000 years (possibly 80,000 years).

Key principles for respecting culture:

- Sharing cultural safety information with clergy, employees and volunteers (e.g. through training, induction).
- Reflecting on the key messages and practices within your organisation in relation to promoting cultural safety (e.g. what would it look like, feel like and sound like to be culturally safe for Aboriginal and Torres Strait Islander families, children and young people?)
- Incorporate cultural safety into your organisation’s policy, procedures and meeting agenda.
- Communicating in a culturally sensitive, relevant and accessible manner.
- Seeking input from families about how to communicate child safety information in a culturally appropriate way.
- Respecting Aboriginal culture by creating a physical environment that is respectful of culture (e.g. selecting representational symbols, objects and images in consultation with Aboriginal families, children and young people).
- Observation of key events that celebrate Aboriginal and Torres Strait culture e.g. NAIDOC week.

- Learning or staying current with the negative impacts of past government policies and practices (e.g. Stolen Generations).
- Encouraging and creating opportunities for families, young people and children to express their Aboriginal cultural identity without fear of retribution or discrimination.
- Consulting with Aboriginal and Torres Strait Islander people and listening to “their voice” when undertaking organisational planning and decision-making activities.
- Communicating with Aboriginal and Torres Strait Islander people to find out how best to be inclusive and respectful of cultural needs.
- Supporting education that strengthens culture and identity.
- Promoting the connection to land and country and learning about cultural heritage from elders.
- Strengthening kinship ties and supporting observance of social obligations.

Providing cultural safety for Aboriginal and Torres Strait Islander children and young people is recognised as a protective factor in protecting children and young people from abuse.

RESOURCES

CPSL website Tools standard 4: Melbourne Archdiocese Promoting the Safety of Aboriginal and Torres Strait Islander Children and Young People

NATSICC website and Online Cultural awareness course



Appendix D

Contact details for each state and territory

The tables below include the contact details of the reporting authority in each Australian state and territory:

- **Australian Capital Territory**
- **New South Wales**
- **Northern Territory**
- **Queensland**
- **South Australia**
- **Tasmania**
- **Victoria**
- **Western Australia**

Please note that **you do not need to be absolutely certain** that there has been abuse or neglect of a child or young person to contact these authorities. If you suspect a child is at risk of harm, you should call the authority to discuss your concerns, and they will decide whether an investigation is required.

In each state and territory, **all serious concerns should be reported by phone** rather than online or via email. Serious concerns include when you suspect a child or young person is in imminent or immediate danger of serious harm, serious injury or chronic neglect.



AUSTRALIAN CAPITAL TERRITORY

| REPORTING AUTHORITY | FURTHER SERVICES/INFORMATION | CONTACT DETAILS |
|---|---|--|
| <p>Child and Youth Protection Services</p> | <p>Child and Youth Protection Services is responsible for facilitating coordination across government for the care and protection of children and young people in the Australian Capital Territory.</p> <p>If you are concerned about a child and want further information on mandatory reporting, refer to Keeping Children and Young People Safe.</p> | <p>PHONE:</p> <p>General public Ph: 1300 556 729 (24 hours)</p> <p>Mandated reporters Ph: 1300 556 728 (24 hours)</p> <p>ONLINE:</p> <p>For less serious concerns, complete an online child concern report.</p> <p>EMAIL:</p> <p>For less serious concerns, contact Child Protection Reports.</p> |

NEW SOUTH WALES

| REPORTING AUTHORITY | FURTHER SERVICES/INFORMATION | CONTACT DETAILS |
|---|---|--|
| <p>Department of Family and Community Services</p> | <p>The Department of Family and Community Services is responsible for handling reports of child abuse and neglect in New South Wales. Information about the process of reporting child welfare concerns can be found on the department's Reporting a Child at Risk webpage.</p> <p>For information about mandatory reporting, refer to the Mandatory reporters webpage.</p> | <p>PHONE:</p> <p>Child Protection Helpline Ph: 13 21 11 (24 hours) (TTY/voice calls: 133 677; Speak & Listen: 1300 555 727; SMS: 0423 677 767)</p> <p>ONLINE:</p> <p>Mandatory reporters with less serious concerns can use eReporting.</p> |

NORTHERN TERRITORY

| REPORTING AUTHORITY | FURTHER SERVICES/INFORMATION | CONTACT DETAILS |
|----------------------------------|---|--|
| <p>Territory Families</p> | <p>In the Northern Territory, every person is required to report suspected child abuse and neglect.</p> <p>For further information about the process of reporting concerns about a child's welfare in the Northern Territory, refer to the Report Child Abuse page of the department's website.</p> | <p>PHONE:</p> <p>Child Abuse Hotline Ph: 1800 700 250 (24 hours)</p> |

QUEENSLAND

| REPORTING AUTHORITY | FURTHER SERVICES/INFORMATION | CONTACT DETAILS |
|---|--|---|
| <p>Department of Child Safety, Youth and Women</p> | <p>Child Safety is the lead child protection agency in Queensland. For information about the process of reporting concerns about a child's welfare in Queensland, refer to the Protecting Children webpage of the department's website.</p> <p>For more information about mandatory reporting, refer to the Mandatory Reporting in Queensland webpage.</p> | <p>PHONE:</p> <p>For a list of contact numbers during business hours, go to: Regional Intake Services.</p> <p>Child Safety After Hours Service Centre</p> <p>Ph: 1800 177 135 or Ph: (07) 3235 9999.</p> |

SOUTH AUSTRALIA

| REPORTING AUTHORITY | FURTHER SERVICES/INFORMATION | CONTACT DETAILS |
|---|---|---|
| <p>Department for Child Protection</p> | <p>The Department for Child Protection works to keep South Australia's children safe by protecting them from abuse and neglect.</p> <p>For information about the process of reporting concerns about a child's welfare in South Australia, refer to the department's Report Child Abuse webpage.</p> <p>The Department for Child Protection provides additional information for mandatory reporting, including Mandated Notifiers and Their Role and Preparing to Report Child Abuse.</p> | <p>PHONE:</p> <p>Child Abuse Report Line</p> <p>Ph: 13 14 78 (24 hours)</p> <p>ONLINE:</p> <p>Less serious concerns can also be reported online.</p> |

TASMANIA

| REPORTING AUTHORITY | FURTHER SERVICES/INFORMATION | CONTACT DETAILS |
|---|---|--|
| <p>Department of Health and Human Services</p> | <p>The role of the Child Safety Service is to protect children and young people who are at risk of abuse and neglect in Tasmania.</p> <p>For information about the process of reporting concerns about a child's welfare in Tasmania, refer to the department's Child Safety Service webpage.</p> <p>Information about mandatory reporting and making a notification can be found on the department's Child safety notifications webpage.</p> | <p>PHONE:</p> <p>Child Safety Service</p> <p>Ph: 1800 000 123 (24 hours)</p> <p>ONLINE:</p> <p>Mandatory reporters with less serious concerns can report online.</p> |

VICTORIA

| REPORTING AUTHORITY | FURTHER SERVICES/INFORMATION | CONTACT DETAILS |
|---|--|--|
| <p>Department of Health and Human Services</p> | <p>The Child Protection Service is specifically targeted to those children and young people at risk of significant harm in Victoria.</p> <p>For information about child protection and mandatory reporting requirements in Victoria, refer to the department's Child Protection webpage.</p> | <p>PHONE:</p> <p>For a list of regional and metropolitan phone numbers: Child Protection Contacts</p> <p>After hours child protection emergency service</p> <p>Ph: 13 12 78</p> |

WESTERN AUSTRALIA

| REPORTING AUTHORITY | FURTHER SERVICES/INFORMATION | CONTACT DETAILS |
|--|---|--|
| <p>Department of Communities, Child Protection and Family Support</p> | <p>The Department of Communities, Child Protection and Family Support offers a range of services to support children and families in Western Australia.</p> <p>For further information about the process of reporting concerns about a child's welfare, refer to the department's If You are Concerned About a Child webpage.</p> <p>Information about mandatory reporting in Western Australia can be found on the department's mandatory reporting information webpage.</p> | <p>PHONE:</p> <p>Central Intake Team</p> <p>Ph: 1800 273 889</p> <p>After hours</p> <p>Ph: (08) 9223 1111 or Country Freecall: 1800 199 008</p> <p>ONLINE:</p> <p>Mandatory reporters with less serious concerns can use the department's secure Mandatory Reporting Web System</p> |

References

Australian Institute of Health and Welfare (AIHW). (2018). Child protection Australia 2016–2017 (Vol. cat. no. CWS 63). Canberra: AIHW.

Child Family Community Australia (CFCA). (2018). What is child abuse and neglect? (CFCA Resource Sheet). Melbourne: Australian Institute of Family Studies. Retrieved from aifs.gov.au/cfca/publications/what-child-abuse-and-neglect.

Appendix E

SUPPORT SERVICES

If you believe that a child is in imminent danger or in need of medical assistance, call Police or Ambulance services on 000.

If you are feeling distressed, are worried about someone or would like someone to talk to, you can contact:

- Kids Helpline on **1800 55 1800** or www.kidshelp.com.au
- Headspace on **1800 650 890** or www.headspace.org.au
- Lifeline Australia on **13 11 14** or www.lifeline.org.au
- Bravehearts counselling and support for survivors of child sexual abuse on **1800 272 831** or www.bravehearts.org.au
- Care Leavers Australasia Network (CLAN) on **1800 008 774** or www.clan.org.au
- PartnerSPEAK (peer support for non-offending partners and families of perpetrators of child sexual abuse) on **03 9018 7872** or www.partnerspeak.org.au
- 1800 RESPECT national sexual assault, domestic and family violence counselling service on **1800 737 732** or www.1800respect.org.au
- MensLine Australia on **1300 78 99 78** or www.mensline.org.au
- Men's Referral Service on **1300 766 491** or www.ntv.org.au
- Relationships Australia on **1300 364 277** or www.relationships.org.au

For information about relevant support services and other resources, you can contact:

- Healing Foundation on **02 6272 7500** or www.healingfoundation.org.au
- People With Disability Australia on **1800 422 015** or www.pwd.org.au
- Children and Young People with Disability Australia on **1800 222 660** or www.cyda.org.au

For additional helplines and counselling services for children, young people and parents, Australia-wide and by state and territory, see the online resource sheet developed by the Australian Institute of Family Studies.

For additional counselling and support services for parents, see the online Parentline counselling services in each state and territory.

Appendix F

OVERCOMING BARRIERS

TO DISCLOSURE

Some barriers to children making disclosures

- Fear of not being believed; anticipate being dismissed
- Afraid that they will get into trouble
- Lack of opportunity which never seemed to present itself
- Relationship with the perpetrator – considered a friend
- Revere of perpetrator as an instrument of God

- Fear of getting perpetrator into trouble
- Promise to offender they will not tell
- Self-blame and shame about what has happened
- Wanting to protect a family member
- Not wanting to upset equilibrium of the family
- Mistrust of adults and professionals

Some barriers for adults recognising and responding to disclosures

- Misguided loyalty amongst adults in an institution
- A high degree of trust including religious affiliation amongst adults leading to disbelief of disclosure
- An unwillingness to take a child's word seriously; refusal to listen
- A culture that prioritises institutional reputation over care and safety of children
- The status afforded religious leaders who are considered not capable of such an offence
- A lack of formal avenues for children to disclose; no one the child can approach
- A bias that children make up stories and can be overly dramatic about things
- Children dismissed, blamed and not believed, an sometimes punished for attempting to disclose; made to feel responsible themselves
- Aboriginal and Torres Strait Island children not feeling culturally safe; distrust of non- Aboriginal authority

How to reduce these barriers

For children

- Develop a culture in which children participate in decision-making
- A culture where children have the right to give their views and opinions and be listened to
- A culture where children feel their views are valued and listened to
- Children will be more likely to make disclosures if they feel safe and empowered
- Aboriginal and Torres Strait Is children connected to other ATSI people they trust, their culture and language

For Adults

- Not to talk down to children and young people, but to treat them with respect
- Not to make assumptions about what children and young people are capable of
- Give children and young people time and space to express themselves
- Engage children and young people in dialogue about the ten standards
- Not to dismiss any disclosure even when it may seem to threaten adult relationships, or the fabric of a community, or family loyalty
- Be aware of cultural safety in a linguistically or culturally diverse situation. Try to engage a trusted person from the same culture of the child or has experience of the child's culture e.g. elder, family

member, interpreter or support person

- Willingness to learn, understand and respond to the diversity of Aboriginal cultures and openness to children indicating what they find comfortable and safe

Appendix G

HANDLING DISCLOSURE

The following are some helpful steps when handling disclosure.

A disclosure happens when you have reasonable grounds to suspect harm:

- If a child tells you directly that they have been harmed
- If a child tells you indirectly (for example, writing about abuse)
- In journal, drawing pictures of inappropriate touching or playacting abuse scenarios)
- If someone else tells you (for example, another child, parent or colleague) that harm has occurred or is likely to occur
- If a child tells you they know someone who has been harmed
- If you are concerned at significant changes in behaviours of a child, or the presence of new, unexplained and suspicious injuries
- If you see harm happening.

If a child discloses or complains to you about abuse by someone else:

- Ask another adult to be with you
- Listen to the child and let the child speak freely
- Do not ask questions other than to clarify your understanding. If you must ask a question, make sure it is open-ended (for example, what, when, who, where)
- Explain that you cannot keep it a secret
- Let the child know what you are going to do next, including who you will need to share the information with
- Reassure the child that they have done the right thing by telling you

Some helpful responses:

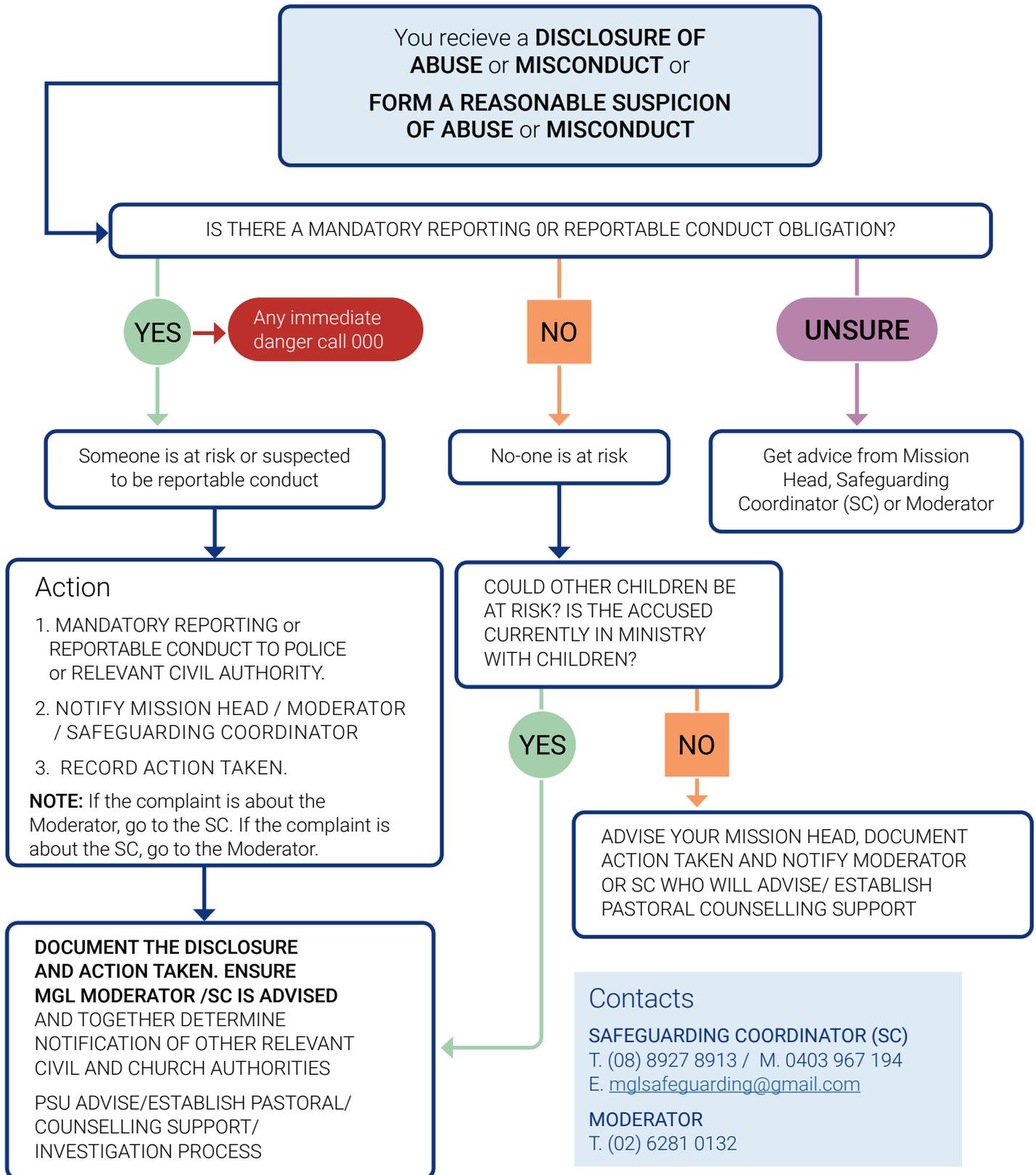
- Thank you for telling me.
- You were brave to tell.
- Do you want to tell me anything else?
- I will talk to [name] who will know what to do next.

Adapted from *Tarrawarra Abbey Child Safety Policy* November 2019

MGL Policy for Safeguarding Children & Vulnerable Adults Commitment 5 (December 2019)

Appendix H

RESPONSE TO AND REPORTING OF DISCLOSURES/ MISCONDUCT FLOW CHART



If the complaint is against the Safeguarding Coordinator or the Moderator, see the flow chart on page 69.

Appendix I

VATICAN REPORTING

REQUIREMENTS

APOSTOLIC LETTER

Vos Estis Lux Mundi (VELM)

There is an obligation to report under Church law if an allegation against a cleric or consecrated person involves:

- a) forcing someone, by violence or threat or through abuse of authority, to perform or submit to sexual acts; performing sexual acts with a minor or a vulnerable person; the production, exhibition, possession or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibitions; and

- b) conduct consisting of actions or omissions intended to interfere with or avoid civil investigations or canonical investigations, whether administrative or penal, against a cleric or a religious regarding the delicts referred to in the above paragraph (a).

Whenever a member of the MGL has notice of, or well-founded motives to believe that an incident of a sexual nature amounting to abuse has been committed by a cleric or consecrated person, that member is obliged to report promptly the fact to the local Ordinary where the events are said to have occurred or to another Ordinary (*VELM, article 3*). The Local Ordinary will advise the Moderator how the complaint is to be processed subject to any advice and investigation by police.

If the complaint is of a criminal nature and the local bishop will be informed of the complaint as stipulated in (*VELM, article 1*)

An allegation of criminal behaviour against a child will be reported to Police for investigation. The Police will advise in relation to next steps. It will also be reported to the local Bishop insofar it falls within reportable content of article (*VELM, article 1*).

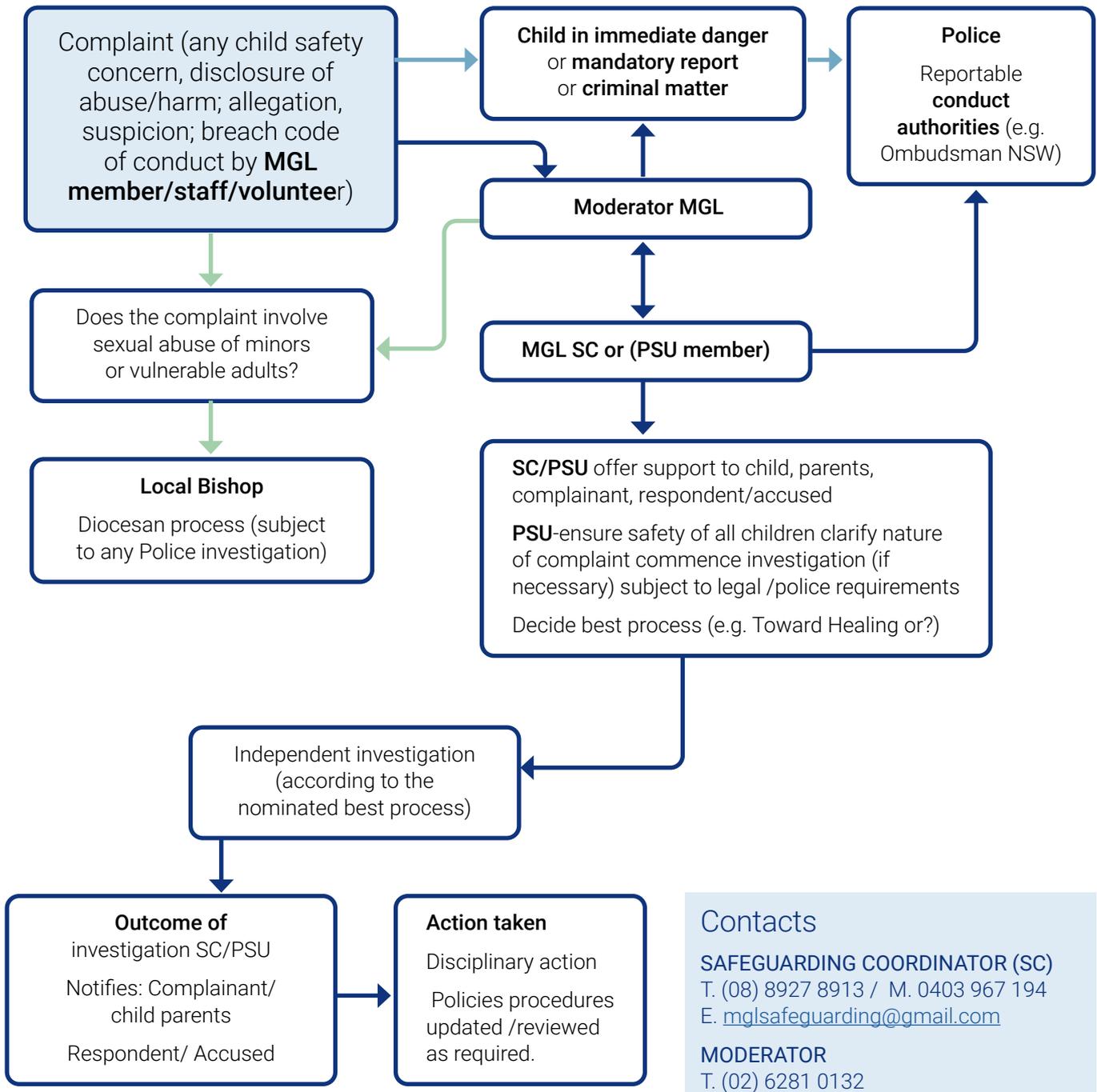


Appendix J.1

MGL CHILD SAFEGUARDING

COMPLAINTS PROCEDURE FLOW CHART

Breach code of conduct by MGL MEMBER/STAFF/VOLUNTEER



Contacts
SAFEGUARDING COORDINATOR (SC)
 T. (08) 8927 8913 / M. 0403 967 194
 E. mgl safeguarding@gmail.com
MODERATOR
 T. (02) 6281 0132

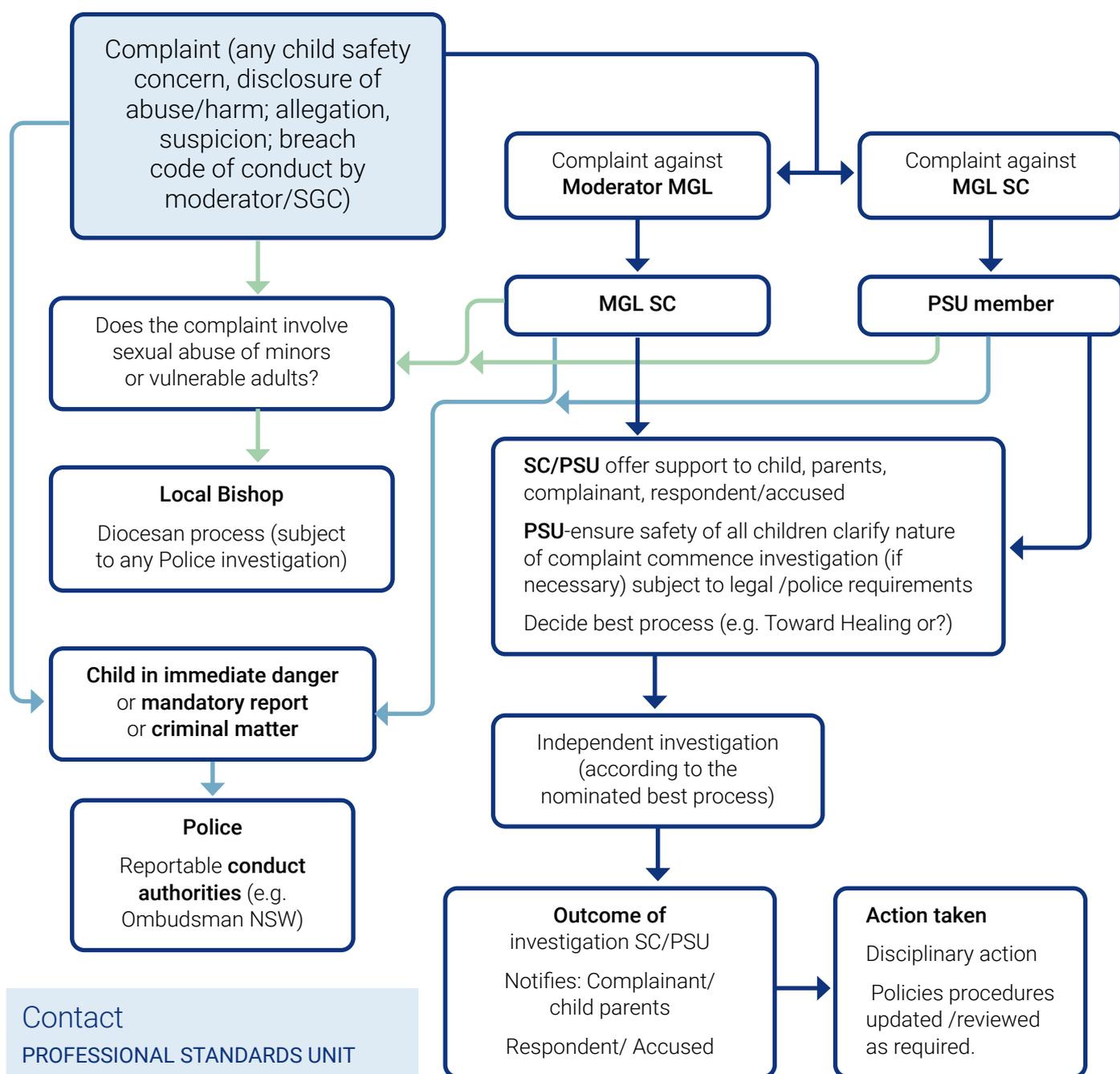
If the complaint is against the Safeguarding Coordinator or the Moderator, see the flow chart on page 69.

Appendix J.2

MGL CHILD SAFEGUARDING

COMPLAINTS PROCEDURE FLOW CHART

Breach code of conduct by
MGL MODERATOR/SAFEGUARDING COORDINATOR (SC)



Contact

PROFESSIONAL STANDARDS UNIT

Kelvin Simon – Child Protection Investigator and Consultant
 M. 0432 867 980

E. kelvin@simonsconsulting.com.au

