



# CHILD SAFEGUARDING POLICY

Archdiocese of Cape Town



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### DECREE OF PROMULGATION

In accordance with the provisions of canon 8, §.2 of the Code of Canon Law, I hereby decree the promulgation of the policy for the safeguarding of children for the Archdiocese of Cape Town through publication of the document "**Child Safeguarding Policy**". This policy comes into force as from the date of this decree and shall remain in force until modified by myself.

The application of this policy is mandatory throughout the Archdiocese of Cape Town. Any exception requires the explicit approval of myself or my delegate.

Given at Cape Town on the memorial of St Thérèse of the Child Jesus, this first day of October, 2015.

*+ Stephen Brislin*

+Stephen Brislin  
Archbishop of Cape Town

*h. Michael Clement*

Father Michael Clement SAC  
Chancellor





# Homily of Pope Francis Monday 7<sup>th</sup> July 2014 Holy Mass in the Chapel of Domus Sanctae Marthae

There is no place in the Church's ministry for those who commit these abuses, and I commit myself not to tolerate harm done to a minor by any individual, whether a cleric or not. All bishops must carry out their pastoral ministry with the utmost care in order to help foster the protection of minors, and they will be held accountable.

I ask this support so as to help me ensure that we develop better policies and procedures in the universal Church for the protection of minors and for the training of church personnel in implementing those policies and procedures. We need to do everything in our power to ensure that these sins have no place in the Church.



# MOTIVATION

Serve our wider  
Community



Heal the  
Church -  
being the Body  
of Christ



Obey the  
Law



Safeguard  
our Children



# CSP Programme

- ✓ Policy formulation – 3 years
- ✓ Legal opinion – 6 months
- ✓ Promulgation – 1 October 2015
- ✓ Policy distribution:
  - digital to clergy October 2015
  - hard copy to PPC chairs 21 Nov 2015
  - official printed version expected end Jan 2016

Policy implementation:

- **Stage 1 – PPC adoption and co-option of CSP Coordinator**
- Stage 2 – Training CSP Coordinators (and Parish Priests)
- Stage 3 - Parish launch throughout the archdiocese with support material (CSP Supplement, posters, Contact Persons, plus...plus)
- Stage 4 – Training all others “who interact with children on behalf of the Church”
- Stage 5 - Ongoing implementation of CSP elements



# PARISH PASTORAL COUNCIL

- Commits the parish to implementing the Child Safeguarding Policy
- Must adopt the Child Safeguarding Policy at the next PPC meeting
- Must co-opt a CSP Coordinator onto the PPC (preferably for two terms)
- The PPC commitment is repeated when each new term commences

CSP Supplement Appendix A



## ADOPTION OF

### CHILD SAFEGUARDING POLICY OF ARCHDIOCESE OF CAPE TOWN

(required on promulgation and at the commencement of the term of office of every newly constituted Parish Pastoral Council, or new executive, as the case may be)

The Pastoral Council of:

\_\_\_\_\_

hereby adopts the Child Safeguarding Policy of the Archdiocese of Cape Town

Chairperson: \_\_\_\_\_ Parish Priest: \_\_\_\_\_

Date: \_\_\_\_\_

(to be submitted to the Archbishop by the Chairperson)





# CSP COORDINATOR – A SUMMARY

[must be a good administrator!]

- Must work closely with the parish priest
- Must attend comprehensive workshop on the CSP
- Ensure that CSP material provided for display & distribution is used effectively
- Establish contact details of local SAPS station
- Safe Recruitment: (important section)
  - maintain the “Personal Schedule” for all parish personnel
  - maintain a schedule of those requiring police clearance
  - maintain a schedule of those requiring clearance in terms of the Children’s Act
- Monitor that the parish is adhering to the requirements for Safe Activities
- Establish training schedules and monitor training progress
- Communication of the CSP to the parish at large
- Consider how to monitor the effectiveness of the parish’s implementation of CSP
- Assist parish priest in preparing for the dean’s annual visitation – (an audit!)

**NOTE: THE ROLE DOES NOT INCLUDE HANDLING CASES OF ABUSE – THAT IS THE FUNCTION OF THE CONTACT PERSONS APPOINTED BY THE ARCHBISHOP**



APC 21 Nov 2015





**PERSONAL SCHEDULE**

**PARISH:** \_\_\_\_\_

NAME				M	F
ADDRESS					
MOBILE TEL		LANDLINE			
EMAIL					
PREVIOUS PARISH		FROM		TO	

#	MINISTRY/JOB DESCRIPTION	APPOINT' DATE	RECRUITMENT LEVEL (1/2)
1.			
2.			
3.			
4.			
5.			

SAFE RECRUITMENT LEVEL ONE			
NATIONALITY		BY PASSPORT NO.	
INTERVIEWED BY:	COMMENT:		DATE
ACKNOWLEDGEMENT AND COMMITMENT – CSP APPENDIX 6			DATE

SAFE RECRUITMENT LEVEL TWO			
CERT. COPY ID DOCUMENT	COMMENT:		DATE
APPROPRIATE REFERENCES RECEIVED	COMMENT:		DATE
DECLARATION OF SUITABILITY – CSP APPENDIX 5			DATE
STANDARD POLICE CLEARANCE	DATE APPLIED		DATE RECEIVED
CHILD PROTECTION REG.-PART B	DATE APPLIED		DATE RECEIVED
REG. FOR SEX OFFENDERS	DATE APPLIED	N/A currently	DATE RECEIVED

CHILD SAFEGUARDING TRAINING RECORD		
APPROPRIATE FOR MINISTRY	DATE	TRAINING/WORKSHOP COURSE NAME

Appendix B – Personal Schedule  
To be opened for all Church  
Personnel. The CSP Coordinator  
Keeps these up to date.

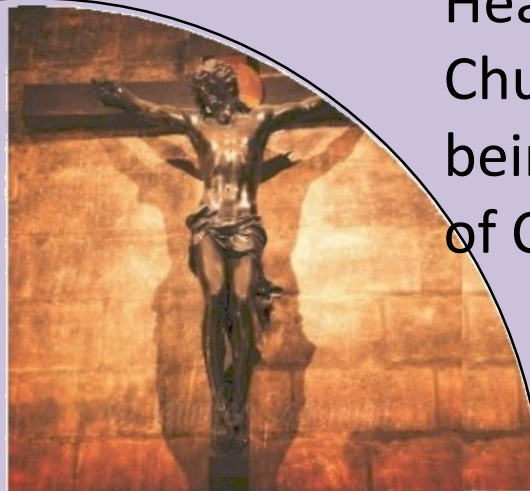


# MOTIVATION

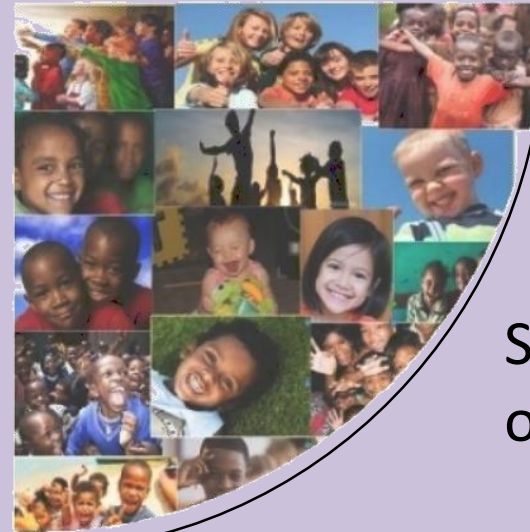
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**Archbishop Brislin's encouragement: "We cannot change the past, but we can mould the future"**

