



Archdiocese of Cape Town Child Safeguarding Policy

CSP SUPPLEMENT

1. INTRODUCTION

The purpose of the CSP Supplement:

- 1.1. Provide working documents for use by the parish as required by the Child Safeguarding Policy (CSP);
- 1.2. Provide guidelines on implementation of certain aspects of the CSP;
- 1.3. To be an ongoing mechanism for advising and informing parishes on the application of the CSP as the archdiocese grows in its practical experience of the policy;
- 1.4. The CSP Supplement focuses on the parish but can be adapted to suit other Church institutions and organisations within the archdiocese.

2. PARISH COMMITMENT

- 2.1. In terms of the CSP each Parish Pastoral Council formally commits the parish to the implementation of the Policy;
- 2.2. This commitment must take place at the first PPC meeting that occurs after the promulgation of the Policy. This is repeated at the commencement of the term of office of every newly constituted PPC. CSP Supplement Appendix A is used for this purpose. Once completed, it is to be forwarded to the archbishop by the PPC chairperson.

3. POLICY IMPLEMENTATION

- 3.1. The parish priest has primary responsibility for the CSP in the parish. To assist the parish priest, each parish will have a CSP coordinator with specific responsibilities;
- 3.2. The CSP coordinator is co-opted onto the Parish Pastoral Council in terms of the Statutes for Parish Pastoral Councils (June 2013);
- 3.3. The role of the CSP coordinator is largely administrative. It is not a paid position.
- 3.4. It is emphasised that the role of the CSP coordinator specifically does not include handling cases of abuse. This is the role of the Contact Persons appointed by the archbishop;
- 3.5. Because of the nature of the CSP coordinator's responsibilities, this person is encouraged to hold the position for at least two terms of the PPC;
- 3.6. While the parish priest and the CSP coordinator have specific responsibility for the Policy, all in the parish should take it upon themselves to know about the Policy and understand the role they can play in its implementation, through reading the literature that is made available and attending talks and workshops that are held in the parish.

4. RESPONSIBILITIES

- 4.1. Parish Priest
 - 4.1.1. has overall responsibility for the Child Safeguarding Policy in the parish;
 - 4.1.2. should attend a comprehensive workshop on the Policy;
 - 4.1.3. must facilitate the co-opting of the CSP coordinator;

- 4.1.4. must provide support for the CSP coordinator;
- 4.1.5. must personally administer the CONFIDENTIAL elements of the Safe Recruitment component of the CSP:
 - 4.1.5.1. Appendix 5 – Declaration of Suitability;
 - 4.1.5.2. National Child Protection Register – Part B;
 - 4.1.5.3. National Register for Sex Offenders;
 - 4.1.5.4. Standard Police Clearance;
 - 4.1.5.5. The parish priest will require a Confidential Personnel file for this purpose.
- 4.1.6. must work in conjunction with the CSP coordinator in developing and maintaining compliance with CSP Standard 3: Preventing Harm to Children;
- 4.1.7. in conjunction with the CSP Coordinator, must prepare for the dean’s annual visitation of the parish in which the implementation of the CSP will be assessed;
- 4.1.8. It is emphasised that in terms of the CSP, it is not the role of the parish priest to investigate concerns of child abuse and he should not do so.

4.2. CSP Coordinator

- 4.2.1. must attend a comprehensive workshop on the CSP;
- 4.2.2. must work closely with the parish priest in the implementation of the CSP;
- 4.2.3. must ensure that all CSP material provided for display and distribution is used effectively;
- 4.2.4. must complete and display CSP Appendix 3 – Essential Contact Information.
 - 4.2.4.1. See CSP Supplement Appendix C for the contact details of the various SAPS Family Violence, Child Protection and Sexual offences Units (FCS)
 - 4.2.4.2. See CSP Supplement Appendix D for the contact details of the various Regional Offices of the Department of Social Development (DSD)
 - 4.2.4.3. The Coordinator must select the applicable office and contact numbers and fill these in on Appendix 3
- 4.2.5. must work in conjunction with the Parish Priest in developing and maintaining compliance with CSP Standard 3: Preventing Harm to Children;
- 4.2.6. Safe Recruitment:
 - 4.2.6.1. complete and maintain the Personal Schedule for all Church personnel (see CSP Supplement Appendix B);
 - 4.2.6.2. establish and maintain schedules of individuals requiring various national register clearances;
 - 4.2.6.3. facilitate the clearance processes by providing the necessary documentation and monitoring progress on applications.
- 4.2.7. Safe Activities - monitor the application of Clause 7.9 of CSP;
- 4.2.8. must ensure the completion of CSP Appendix 6 by all Church personnel and the distribution of the Standard related to Prevention - Standard 3;
- 4.2.9. must establish and maintain schedules of individuals requiring training, coordinate access to training and monitor progress on training;
- 4.2.10. in consultation with the parish priest, must ensure that the CSP is communicated to all parish members – Standard 5;
- 4.2.11. in consultation with the parish priest, must establish a plan of action to monitor the effectiveness of the steps taken to safeguard children – Standard 7;
- 4.2.12. in conjunction with the parish priest, must prepare for the dean’s annual visitation of the parish in which the implementation of the CSP will be assessed;

- 4.2.13. It is emphasised that in terms of the CSP, it is not the role of the CSP Coordinator to investigate concerns of child abuse and she/he should not do so.

5. CHILD SAFEGUARDING POLICY GUIDELINES

5.1. Safe Recruitment (refer CSP clause 7.2):

5.1.2. Within each parish, individuals have varying interactions with the children of their parish. Some ministries involve interacting with numerous children simultaneously. By contrast, other ministries involve interacting with perhaps only a single child. No matter how broad or limited the interaction, unquestioning trust in the Church by the child and by parents/guardians, is essential - precisely because it is the Church. It needs to be so. The Policy responds to this need.

5.1.3. To facilitate the safe recruitment requirements, *all* Church personnel will have a Personal Schedule (See CSP Supplement Appendix B). **This document is central to the Safe Recruitment component of the CSP:**

5.1.3.1. It is the task of the CSP coordinator to complete and maintain Appendix B;

5.1.3.2. For clergy, the Personal Schedule, or its equivalent, is to be held at the chancery and managed by the archbishop or his delegate;

5.1.3.3. For members of consecrated life, the Personal Schedule, or its equivalent, shall be held and managed by their major superior or his/her delegate.

5.1.4. For safeguarding purposes, there are two Safe Recruitment Levels:

(this also encourages the instilling of a Child Safeguarding culture and Child safeguarding knowledge within the parish and the broader community – an important component of The Breadth of Why we have the CSP)

5.1.4.1. Level One – Applies to all Church personnel. This includes *all those who minister, work or volunteer within a parish*

Level One requires:

- Ministry/Job/Task description: catechist, proclaimer, PPC member, parish secretary, etc.;
- Interview:
 - Depending on the particular ministry or task, this should range from a very basic conversation to a more detailed interview. Ideally, the parish priest should do this but could also delegate the task where appropriate;
 - If the ministry does not give the person ready access to children, the interview can be skipped;
 - While interviews generally look at the overall suitability of a person for a particular ministry or task, the CSP only has a focus on the child safeguarding aspect;
 - The CSP coordinator notes the details of the interview/conversation on the Personal Schedule.
- Formal identification (Identity or passport number for Level One, certified copy of identity document for Level Two);
- Signing Appendix 6 – Acknowledgement and Commitment.

5.1.4.2. Level Two – Applies to clergy, religious, Parish Pastoral Council members, extraordinary ministers of holy communion, catechists, sacristans, youth leaders, choir leaders, altar server trainers as well as those working with

children and not in one of these categories. The parish priest will determine which Level applies if there is any doubt.

In addition to the requirements of Level One, Level Two requires:

- Appropriate references:
 - For all Level Two positions, if the person has arrived from another parish within the Archdiocese, he/she should provide a copy of the Personal Schedule from that parish;
 - In addition, for anyone working with children, including catechists, sacristans, youth leaders, choir leaders (where children are potentially included), altar server trainers:
 - at least one reference from the parish priest or organisation where the person previously held a similar position or worked with children;
 - if it is a new position for someone, which is often the case, the parish priest must make his own assessment of the person's suitability with respect to child safeguarding. This must be noted on the person's Personal Schedule.
 - References are to be attached to the person's Personal Schedule;
 - The CSP Coordinator must manage the reference documentation and details.
- Declaration of Suitability – see CSP Appendix 5 (Confidential);
- Standard Police Clearance – (Confidential);
- Clearance with respect to the National Child Protection Register – Part B (Confidential);
- Clearance with respect to the National Register for Sex Offenders (Confidential).

NOTE: ALL SAFE RECRUITMENT REQUIREMENTS APPLY TO ALL INCUMBENT CHURCH PERSONNEL AS AT 12 MARCH 2016 EXCEPT FOR INTERVIEWS AND REFERENCE REQUIREMENTS. THESE ONLY APPLY AFTER THIS DATE

It is acknowledged that the requirements for Safe Recruitment do involve a considerable administrative commitment by individuals, the CSP coordinator, the parish priest and the archdiocese. However, implementing these requirements is an opportunity for all, individually and collectively to show commitment to safeguarding the children and to safeguarding and healing the Church. It also provides a wonderful opportunity for parish leaders to show the way.

5.2. National Register Clearances

5.2.2. South African law is clear. Where individuals have access to children in an institutional environment, it *must* be established that those individuals' names do not appear on the relevant national registers. The Child Safeguarding Policy reflects this requirement;

5.2.3. National register clearances are required for all Level Two Church personnel;

5.2.4. Clearances for New Appointments:

5.2.4.1. New appointments within the parish to positions and activities that require clearances are subject to those clearances;

- 5.2.4.2. Clearances can be transferred between parishes provided the originals are produced;
 - 5.2.4.3. Parishes must retain copies of clearances of personnel leaving the parish;
 - 5.2.4.4. Appointments are initially made on a temporary basis but only on proof that clearance applications have been made;
 - 5.2.4.5. Appointments are made permanent only after the first clearance has been received. Temporary appointments are withdrawn if the first clearance is not received within twelve weeks of the appointment. The CSP coordinator should stay informed about the time that the relevant state departments take to process the applications. This may provide scope to lengthen the period of twelve weeks but this must be seen as an exceptional situation and not treated as the norm;
 - 5.2.4.6. For anyone who has been in South Africa for less than two years: in addition to any clearances required, an emphasis should be placed on receiving appropriate references with respect to child safeguarding.
- 5.2.5. National Child Protection Register – Part B
- This is a legal requirement (see CSP Appendices 4 and 8)
- There two ways to apply for Register B clearance**
- FORM 30 – INDIVIDUALS APPLY ON THEIR OWN BEHALF**
- 5.2.5.1. Each individual is to complete Form 30 (available from the CSP coordinator) and present it to the CSP coordinator who will post it by registered mail, to the Department of Social Development;
 - 5.2.5.2. A certified copy of the applicant’s identity document must accompany the completed form;
 - 5.2.5.3. The Department is obliged to respond within 21 working days. The actual response period changes from time to time;
 - 5.2.5.4. The return address on the application must be “Applicant’s Name, c/o Parish Priest, parish address”
 - 5.2.5.5. On receipt of the clearance, the parish priest informs the applicant and then files it in the Confidential Personnel file;
 - 5.2.5.6. The priest informs the CSP coordinator of the clearance receipt;
 - 5.2.5.7. The CSP Coordinator will update the individual’s Personal Schedule.
- FORM29 - THE PARISH APPLIES ON BEHALF OF THE INDIVIDUAL**
- 5.2.5.8. The CSP Coordinator completes Form 29 and submits it to the Department of Social Development by registered mail;
 - 5.2.5.9. One Form 29 is required per person but a whole batch can be submitted simultaneously;
 - 5.2.5.10. The CSP Coordinator must also submit his/her certified copy of their identity document – only one copy is required for the batch being submitted;
 - 5.2.5.11. The Department currently advises that for the person whose name is being checked, a copy of their identity document is required but it does *not* need to be certified;
 - 5.2.5.12. Under the section requiring a description of the person’s position – we can use “Church volunteer/worker with access to or working with children”;
 - 5.2.5.13. Form 29 asks for an NPO (Non Profit Organisation) number. This can be left blank;

5.2.5.14. The Parish MUST have an official stamp identifying the name of the Parish

5.2.5.15. The “Employer’s” name that is used must be the same as the name on the stamp;

5.2.5.16. After 21 working days the CSP Coordinator can telephone the Department to enquire about the progress of the Parish applications;

- Garth Thobela 012 3127663 gartht@dsd.gov.za
- Robin 012 3127554 robinm@dsd.gov.za

5.2.5.17. The results can be emailed to the Parish Priest on telephonic/email request. The official results will still be posted to the Parish Priest;

5.2.6. National Register for Sex Offenders

(See Appendices 4&8 in the CSP)

5.2.6.1. This Register is not currently operational. A conflict between the Act and the Constitution of South Africa is in the process of being resolved;

5.2.6.2. Until such time as the conflict is resolved, no applications for clearance need be submitted;

5.2.6.3. As a partial compensation for this situation, individuals sign Appendix 5 – Declaration of Suitability;

5.2.6.4. Once this Register becomes operational, the archbishop will provide an addendum to the CSP Parish Supplement to this effect.

5.2.7. Standard Police Clearance

This is a standard requirement of the CSP (See CSP Appendix 4)

5.2.7.1. A standard Police Clearance Certificate is currently an accurate way to determine if a person has a criminal record. It has thus become standard practice to use this to check the suitability of potential employees/volunteers. It is currently more effective than the National Child Protection Register – Part B;

5.2.7.2. This certificate will contain the details of any criminal record with the Department of Justice. It is confidential and is for the eyes of the parish priest alone. It is stressed that, with respect to the CSP, only records that indicate a risk to children will negatively influence a person’s appointment within the parish;

5.2.7.3. Apply for a Police Clearance Certificate as follows:

- Go to any SAPS station. The office that does the application is generally open from 8.30 to 12.30 Monday to Friday;
- An ID Card/Book/Passport is required. Non- South African citizens must use their foreign passport;
- SAPS will issue a receipt, a POLICE CLEARANCE cover sheet and a fingerprints page;
- These documents are to be handed to the CSP coordinator for submission to the South African Criminal Record Centre;
- Time line:
 - Within two weeks an SMS is sent indicating that the application has been received;
 - Within a further six weeks a further SMS will be sent indicating that the certificate has been posted (if the applicant has a criminal record this will take a further two weeks);

- If these deadlines are not met, this number can be called to enquire about your application: 012 393 3928/3931/3710
 - Cost: unfortunately there is a cost for this application. While individuals are required to pay for this themselves parish priests are requested to assist from parish funds where possible.
 - As at 22-11-2017 the SAPS cost is R114; an A4 registered envelope to Pretoria is R34.00. A pre-addressed, prepaid envelope for the return of the certificate is R31.25. The total comes to R179.25.
- 5.2.7.4. The return address on the application must be “Applicant’s Name, c/o Parish Priest, parish address”
 - 5.2.7.5. On receipt of the certificate, the parish priest will inform the applicant and will then file it in the Confidential Personnel file;
 - 5.2.7.6. The parish priest informs the CSP coordinator of the clearance receipt;
 - 5.2.7.7. The CSP coordinator will update the individual’s Personal Schedule.

6. POLICY DOCUMENTS

6.1. General Communication

6.1.1. Child Safeguarding Policy;

- 6.1.1.1. Copy in Parish office/Parish Priest; 2nd copy to CSP Coordinator;
- 6.1.1.2. Digital copy – to be available from Parish office and linked on Parish website.

6.1.2. Child Safeguarding Policy Poster - Parish notice boards, areas where children gather;

6.1.3. CSP Appendix 3 – Essential Contact Information - Parish notice boards, areas where children gather.

- 6.1.3.1. For closest SAPS Family Violence, Child Protection and Sexual Offences Unit (FCS) – see CSP Supplement Appendix C
- 6.1.3.2. For closest Department of Social Development (DSD) – see CSP Supplement Appendix D

6.2. Working Documents – (Originals provided to allow Parishes to make copies for their operational needs)

6.2.1. CSP Supplement Appendix A: PPC Adoption of Child Safeguarding Policy

6.2.2. CSP Supplement Appendix B: Personal Schedule

6.2.3. CSP Appendix 5: Personnel Form - Declaration of Suitability (Safe Recruitment Level Two);

6.2.4. CSP Appendix 6: Acknowledgement and Commitment (Safe Recruitment Level One)

- 6.2.4.1. Issued with Standard 3: Prevention;

6.2.5. CSP Appendix 7: Activity Permission Form for Persons Under 18 years (Sample Form):

- 6.2.5.1. Required from parents/guardians prior to children participating in parish organized activities, especially when these involve trips away from the local parish facilities or spending nights away from home;
- 6.2.5.2. Parishes may use their own form provided it does not contain less information than the Sample Form .

6.2.6. Standard 3: Prevention:

- 6.2.6.1. This is the most important section of the CSP in effectively safeguarding the children in the parish;
- 6.2.6.2. It is issued to all Church personnel under cover of CSP Appendix 6 (Safe Recruiting Level One).
- 6.2.7. Form 30: To be completed by all who require clearance wrt the National Child Protection Register – Part B