



## CSP Supplement: Note 2

22-11-2017

### **Subject- CSP Compliance Guidelines**

#### **1. General Compliance**

- 1.1. General compliance with the CSP is obtained through the parish priest, the CSP coordinator and the PPC chair communicating the Policy to all parishioners and especially those in ministry.

The following particular mechanisms are used to motivate and communicate what is required:

1.1.1. Level 1 Church Personnel: Commitment to Standard 3 in the Policy

1.1.2. Level 2 Church Personnel: Commitment to Standard 3 in the Policy and watching the CSP power point presentation that is available to download from the archdiocese website

<http://adct.org.za/child-safeguarding-policy/>

Click on “General Parish Presentation” to download the file.

2. **Group Compliance** – ministry groups that work with children or regularly have access to children through their ministry should, from time to time, but at least annually, gather to discuss Standard 3 to ensure that they are complying with the various requirements or are actively moving in that direction. Certain requirements are simply not negotiable.

#### **3. Dealing with Non-Compliance**

IMPORTANT NOTE – These Non-Compliance Guidelines only apply where the Non-Compliance does not represent a concern of child abuse as defined in the policy. Concerns of child abuse must be dealt with only in accordance with the reporting requirements of the CSP

4. **Group Non-Compliance** – the CSP Coordinator, possibly with the PPC chair, must re-motivate the group to encourage the movement towards compliance. If this is not successful then the parish priest should be asked to assist. The emphasis should always be on positive motivation and not simply because it is required in terms of the canon law of the archdiocese.

## 5. Individual Non-Compliance

5.1. **Administrative or technical Non-Compliance:** *some* examples - failing to sign Commitment form or apply for clearances, not submitting to watching training presentation, driving children without a driver's license

5.1.1. Through ignorance of the policy – the CSP Coordinator to inform and motivate the individual to comply;

5.1.2. Unexplained reluctance – once the CSP Coordinator has done her/his best to positively motivate the person but has failed, the parish priest must then do the same. Ultimately the person needs to understand that they cannot stay in ministry if they do not comply with the policy requirements. This is a reluctant final step but a necessary one. Doing otherwise would deny the whole point of the CSP.

5.1.3. Where the Non-Compliance is by the parish priest, or other clergy:  
(for administrative or technical Non-Compliance)

5.1.3.1. if the CSP Coordinator has a good relationship with the particular cleric she/he can discuss the matter directly with the cleric;

5.1.3.2. if the CSP Coordinator is uncomfortable doing this or if the cleric does not respond positively, she/he must contact the dean of the deanery in which the parish falls, and discuss the matter with him;

5.1.3.3. if the dean does not respond, or if their parish priest is the dean, the CSP Coordinator must contact the archdiocese vicar general.

5.2. **Non-Compliance related to Behaviour/Relationships:** *some* examples – not treating children with respect, not generally ensuring visibility to others whilst working with children, not respecting children's boundaries, spending excessive time alone with children away from others.

5.2.1. when this form of Non-Compliance is displayed by a *lay person*, the CSP Coordinator must speak directly to the parish priest who must then talk to the person concerned. The CSP Coordinator must not discuss the matter with anyone else.

5.2.2. when this form of Non-Compliance is displayed by a *cleric*:

5.2.2.1. if the CSP Coordinator has a good relationship with the particular cleric she/he should discuss the matter directly with the cleric;

5.2.2.2. if the CSP Coordinator is uncomfortable doing this or if the cleric has not responded positively, she/he must discuss the matter with the dean of the deanery in which the parish falls;

5.2.2.3. if the dean does not respond, or if their parish priest is the dean, the CSP Coordinator must discuss the matter with the archdiocese vicar general;

## **6. General**

6.1. as a general principle, solutions to compliance issues should be sought as close to the parish level as possible;

6.2. if the CSP Coordinator does feel the need for advice or support, she/he should contact the Child Safeguarding Officer or a Contact Person;

6.3. other than the processes described above, the CSP Coordinator must not discuss the matter with anyone else.