

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. This document also confirms the name and contract details of the CSP Coordinator. Once completed, it is to be forwarded to the Archdiocese Child Safeguarding Officer 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
- 3.3. The role of the CSP coordinator is largely administrative. It is not a paid position.
- 3.4. It is emphasised that the roles of the CSP coordinator and the parish priest specifically exclude 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 preferably attend a comprehensive workshop on the Policy but must understand the CSP;
- 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: (a Confidential Personnel File is required for this)
 - Appendix 5 – Declaration of Suitability;
 - National Child Protection Register – Part B;
 - Police Clearance;

- 4.1.6. with the CSP coordinator, must develop and maintain compliance with CSP Standard 3: Preventing Harm to Children;
- 4.1.7. 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;

4.2. CSP Coordinator

- 4.1.5. must attend a comprehensive workshop on the CSP;
- 4.1.6. must work closely with the parish priest in the implementation of the CSP;
- 4.1.7. must ensure that all CSP material provided for display and distribution is used effectively;
- 4.1.8. must complete and display CSP Appendix 3 – Essential Contact Information.
 - See CSP Supplement Appendix C for the contact details of the various SAPS Family Violence, Child Protection and Sexual offences Units (FCS)
 - See CSP Supplement Appendix D for the contact details of the various Regional Offices of the Department of Social Development (DSD)
 - The Coordinator must select the applicable office and contact numbers and fill these in on Appendix 3
- 4.1.9. must work in conjunction with the Parish Priest in developing and maintaining compliance with CSP Standard 3: Preventing Harm to Children;
- 4.1.10. Safe Recruitment:
 - complete and maintain the Personal Schedule for all Church Personnel (see CSP Supplement Appendix B);
 - establish and maintain schedules of individuals requiring national register clearances;
 - facilitate the clearance processes by providing the necessary documentation and monitoring progress on applications.
- 4.1.11. Safe Activities - monitor the application of Clause 7.9 of CSP;
- 4.1.12. must ensure the completion of CSP Appendix 6 by all Church personnel and the distribution of the Standard related to Prevention - Standard 3;
- 4.1.13. must establish and maintain schedules of individuals requiring training, coordinate access to training and monitor progress on training;
- 4.1.14. must facilitate access to training material available from the archdiocese
- 4.1.15. in consultation with the parish priest, must ensure that the CSP is communicated to all parish members – Standard 5;
- 4.1.16. 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;

5. CHILD SAFEGUARDING POLICY GUIDELINES

5.1. Safe Recruitment (refer CSP clause 7.2):

- 5.1.5. The Safe Recruitment processes are designed to ensure that all Church Personnel who have contact with children are suitable to do so. These processes are also required by statutory law.
- 5.1.6. 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:**
 - It is the task of the CSP coordinator to complete and maintain Appendix B;
 - For clergy, the Personal Schedule, or its equivalent, is to be held at the chancery and managed by the archbishop or his delegate;
- 5.1.7. There are two Safe Recruitment Levels:

- 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
- Signing Appendix 6 – Acknowledgement and Commitment. (Receipt of Standard 3)

- 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:

- Formal identification (copy of identity document);
- 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; (eg. Catechism Coordinator)
 - 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.
- 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);
- Police Clearance – (Confidential);
- Clearance with respect to the National Child Protection Register – Part B (Confidential);

5.2. National Register Clearances

5.2.5. 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;

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

5.2.7. **NB – Police clearance is the primary clearance required for appointing a person to a Level 2 position.** Because of the length of time a Form 29/Form 30 takes to be processed (see 5.2.9) it is impractical to rely on this but is a legal requirement and must be applied for.

5.2.8. Clearances for New Appointments:

- New appointments within the parish to positions and activities that require clearances are subject to those clearances;
- Clearances can be transferred between parishes provided the originals are produced;
- Parishes must retain copies of clearances of personnel leaving the parish;
- Appointments are initially made on a temporary basis but only on proof that clearance applications have been made;
- 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;
- 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.

5.2.9. 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

- 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;
- A certified copy of the applicant’s identity document must accompany the completed form;
- The Department is obliged to respond within 21 working days. The actual response period changes from time to time;
- **NB** - The return address on the application must be “Applicant’s Name, c/o Parish Priest, parish address”
- On receipt of the clearance, the parish priest informs the applicant and then files it in the Confidential Personnel file;
- The priest informs the CSP coordinator of the clearance receipt;
- The CSP Coordinator will update the individual’s Personal Schedule.

FORM29 - THE PARISH APPLIES ON BEHALF OF THE INDIVIDUAL

- The CSP Coordinator completes Form 29 and submits it to the Department of Social Development by registered mail or by email to CPRequiries@dsd.gov.za
- One Form 29 is required per person but a whole batch can be submitted simultaneously;
- The CSP Coordinator must also submit his/her certified copy of their identity document – only one copy is required for the batch being submitted;
- 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;
- Under the section requiring a description of the person’s position – we can use “Church volunteer/worker with access to or working with children”;
- Form 29 asks for an NPO (Non Profit Organisation) number. This can be left blank;
- The Parish **MUST** have an official stamp identifying the name of the Parish
- The “Employer’s” name that is used must be the same as the name on the stamp;

- After 21 working days the CSP Coordinator can telephone the Department to enquire about the progress of the Parish applications;
 - Robin 012 3127554 robinm@dsd.gov.za
- The results can be emailed to the Parish Priest on telephonic/email request. The official results will still be posted to the Parish Priest;

5.2.10. Standard Police Clearance – Refer to Supplement Note 2

5. POLICY DOCUMENTS

5.1. General Communication

- 5.1.5. Child Safeguarding Policy - Copy in Parish office/Parish Priest and CSP Coordinator; digital copy link on website
- 5.1.6. Child Safeguarding Policy Poster - Parish notice boards, areas where children gather;
- 5.1.7. CSP Appendix 3 – Essential Contact Information - Parish notice boards, areas where children gather.

5.2. Working Documents

- 5.2.5. CSP Supplement Appendix A: PPC Adoption of Child Safeguarding Policy
- 5.2.6. CSP Supplement Appendix B: Personal Schedule
- 5.2.7. CSP Appendix 5: Personnel Form - Declaration of Suitability (Safe Recruitment Level Two);
- 5.2.8. CSP Appendix 6: Acknowledgement and Commitment (Safe Recruitment Level One)
 - Issued with Standard 3: Prevention;
- 5.2.9. CSP Appendix 7: Activity Permission Form for Persons Under 18 years (Sample Form):
 - 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;
 - Parishes may use their own form provided it does not contain less information than the Sample Form .
- 5.2.10. Standard 3: Prevention:
 - This is the most important section of the CSP in effectively safeguarding the children in the parish;
 - It is issued to all Church personnel under cover of CSP Appendix 6 (Safe Recruiting Level One).
- 5.2.11. Forms 29 or 30: To be completed by all who require clearance wrt the National Child Protection Register – Part B