

IMPLEMENTING THE ARCHDIOCESE CHILD SAFEGUARDING POLICY – STEP BY STEP

<u>Step Number</u>	<u>Description</u>	<u>Responsibility</u>	<u>Document</u>	<u>Comment</u>
1	Appoint parish CSP Coordinator	Parish priest		CSP Coord is formally co-opted onto the PPC
2	PPC adopts and confirms commitment to CSP	Parish priest and PPC Chair	CSP Supplement Appendix A	To be adopted at the first PPC meeting of new PPC; must confirm details of CSP Coord; submit to childsafeguarding@adct.org.za
3	Display CSP poster	CSP Coord	CSP Poster	Display in church entrance and where parishioners and children gather
4	Display “Essential Contact Information” sheet	CSP Coord	CSP Appendix 3	Display in church entrance and where parishioners and children gather; CSP Coord to fill in the missing telephone numbers
5	Parish priest to attend workshop	Parish priest		Notify Child Safeguarding Officer at childsafeguarding@adct.org.za to request a training workshop
6	CSP Coord to attend full workshop	CSP Coord		Notify Child Safeguarding Officer at childsafeguarding@adct.org.za to request a CSP Coord training workshop
7	Announce CSP adoption and parish commitment to parish	Parish priest		Describe the Breadth of Why to parish; describe the pursuit of a culture of Child Safety in parish; introduce the CSP Coord; describe the need for the participation of the whole parish but especially those in all ministries and in particular those interacting with children
8	Draw up lists of all Church Personnel (employees and in any ministry)	CSP Coord	CSP Coord can make own lists	This is very important; it is the only way to manage the Personal Schedules, the Safe Recruitment process, the training required and the distribution of Standard 3 – which has all the information about creating a safe environment for children and creating awareness amongst everyone in ministry

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9	Complete Personal Schedules	CSP Coords and Church Personnel	CSP Supplement Appendix B	There is one form per person; the forms are filed alphabetically in the CSP Coord file; this is a very important step – without these the Coord is unable to manage the aspects mentioned in Step 7; the Coord can create a digital version of these records
10a	Distribute 'Acknowledgement and Commitment' form to all Church Personnel (called Level 1)	CSP Coord	CSP Appendix 6	All Church Personnel sign the form which then gets placed in the CSP Coord file with each person's Personal Schedule; by doing this we are creating awareness and commitment for all ministries
10b	Distribute 'Standard 3 – Preventing Harm to Children'	CSP Coord	Extract from CSP – double sided A4	This is handed out to each person when they sign the Acknowledgement and Commitment form; it provides detailed information on how each person can help to develop a safe environment for children in the parish
10c	Optional training	CSP Coord	CSP Presentation	See Item 11a for link to CSP presentation Although not essential for Level 1 Church Personnel, the more people that watch the presentation, the more effective the CSP becomes. This process also encourages those in ministry to actively use information on the archdiocese website
11	Identify Level 2 Church Personnel	CSP Coord and Parish Priest	Personal Schedule	Clergy, eligious, Parish Pastoral Council members, Extraordinary Ministers of Holy Communion, catechists, sacristans, youth leaders, choir leaders, altar server coordinators, liturgical dance coordinators as well as anyone interacting regularly with children and not in one of these categories.
11a	Level 2 - Training	CSP Coord	CSP Presentation	The CSP Training Presentation is available for downloading from the Archdiocese website – go to the 'CSP Training' tab All Level 2 Church Personnel must either attend a workshop or see the presentation

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11b	Level 2 – Declaration of Suitability	CSP Coord and Parish priest	CSP Appendix 5	To be completed by all Level 2 Church Personnel; NB - to be filed in the Parish Priest's Confidential file!
11c	Level 2 – Police Clearance	CSP Coord and Parish Priest	CSP Supplement Note 1	Required for all Level 2 Church Personnel; Supplement Note 2 provides details of the options available to get police clearance; NB – to be filed in Parish Priest's Confidential file!
11d	Level 2 - Register B Clearance	CSP Coord and Parish Priest	Form 29 or Form 30	Required for all Level 2 Church Personnel; See CSP Supplement for details of this submission; NB – to be filed in Parish Priest's Confidential file!
11e	Level 2 compliance in stages	CSP Coord and Parish Priest	Archdiocese correspondence	To encourage the development of our capacity to implement the CSP, the archdiocese will from time to time define a date by which a particular stage of implementation must have been reached.
12	Activate Standard 3 - Preventing Harm to Children	CSP Coord and Parish Priest	Standard 3	Those in ministries that deal directly with children must gather at once a year to go through Standard 3 to ensure they understand it and are implementing it in their ministries
13	Parish communication	Parish Priest	Possibly CSP leaflet	The CSP is not restricted to those in ministry. The parish as a whole needs to know about it. This should be done preferably by the Parish Priest from time to time throughout the year. There is a leaflet designed for distribution to parishioners for this purpose
14	Compliance Monitoring (Audit)	CSP Coord and Parish Priest and Dean	CSP Monitoring Schedule	Monitoring our implementation progress is crucial. This is done once a year. The CSP Coord fills in the Monitoring Schedule for their parish. The Parish priest comments. The Deans distribute the Schedules and checks the accuracy of the information in the annual visitation to each parish. The Dean comments and sends the Schedule to the Child Safeguarding Officer at childsafeguarding@adct.or.za