

# SAFEGUARDING INFORMATION

## Employees & Volunteers

Safeguarding is everybody's responsibility



## INTRODUCTION

### A message of gratitude

Thank you for being an important worker or volunteer of Catholic Schools Broken Bay (CSBB). CSBB is committed to ensuring safe communities for children and those who are vulnerable.

This information pack provides you with information that assists you to contribute to CSBB's commitment to Safeguarding and outline best practices associated with protecting our children.

**Diocesan Safeguarding  
Commitment Statement**

**Diocesan Rights of the  
Child Framework**

### A message from Bishop Anthony on safeguarding



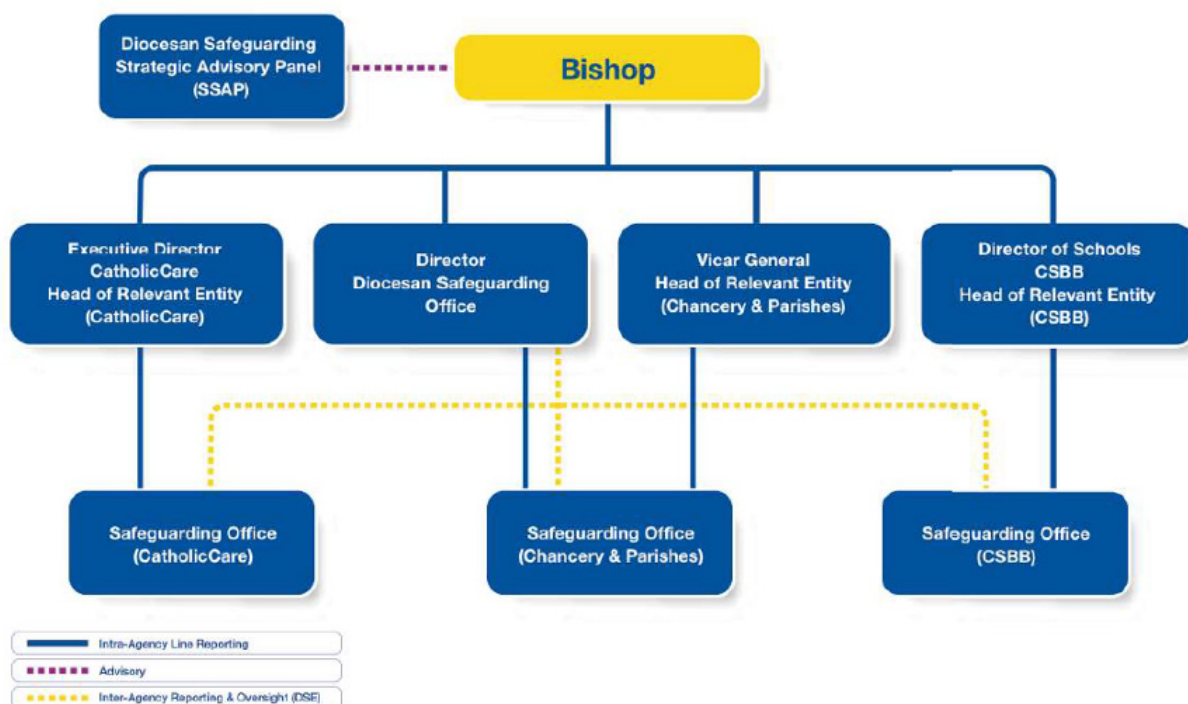


## DIOCESAN SAFEGUARDING

## Safeguarding Organisation Structure

The Bishop of the Diocese of Broken Bay (Bishop) is the Head of Relevant Entity under the NSW Children's Guardian Act 2019 (NSW) (the Act) for child protection matters. He is also ultimately responsible for safeguarding matters across all sectors of the Diocese.

To ensure appropriate responses to Safeguarding concerns and preventative measures are in place, the following organisational chart details the response of the Diocese to safeguarding.

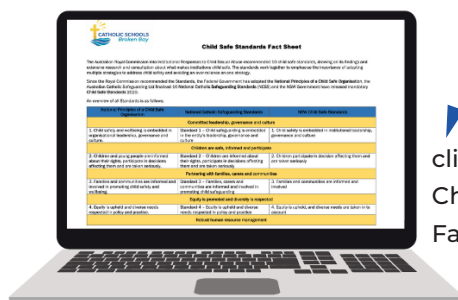


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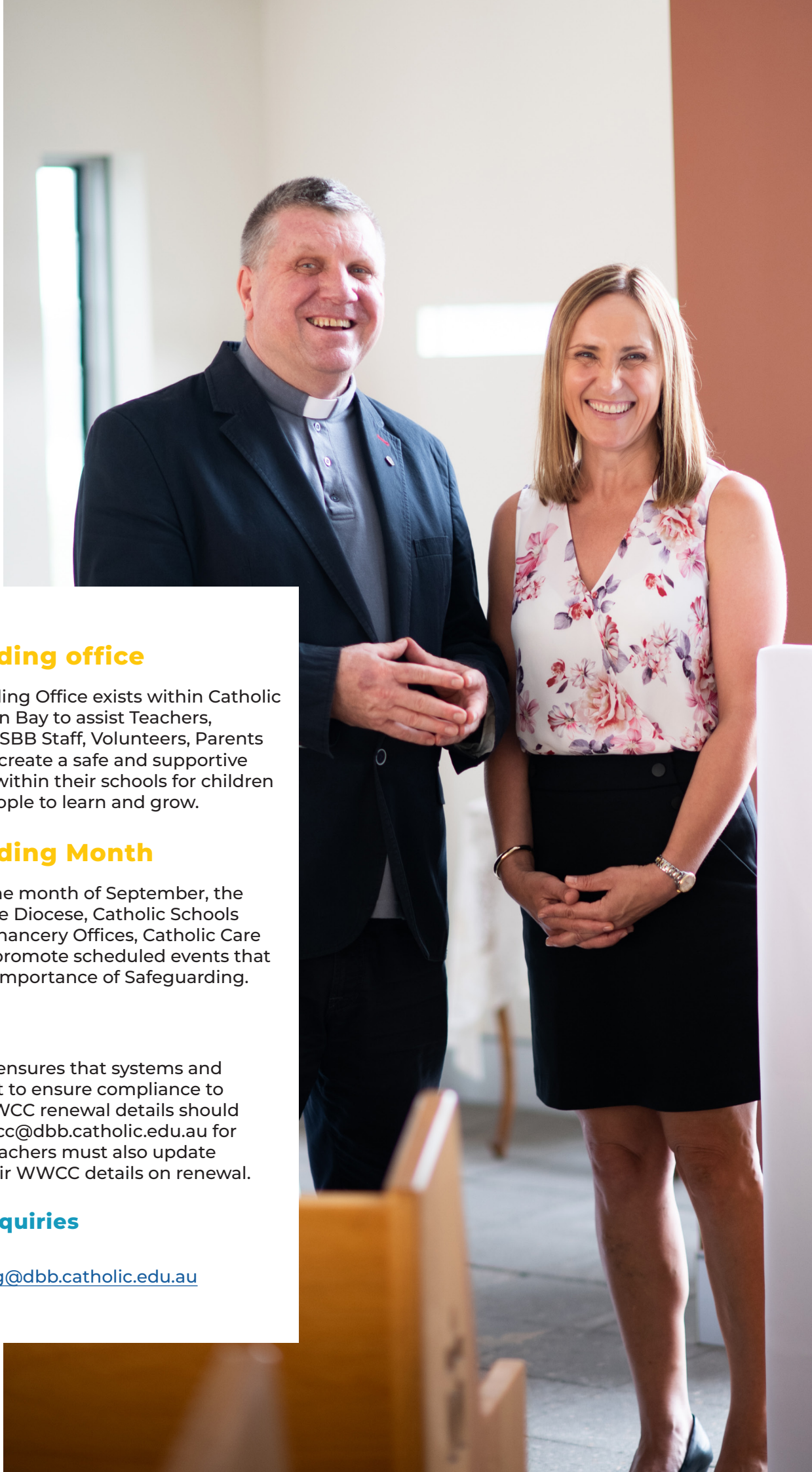
## What is Safeguarding?

Safeguarding is the collective proactive actions (administratively, legally, behaviourally) that contribute to an environment where those who are vulnerable such as children know they are heard, believed and ultimately feel safe. The result is a community environment where children: know that their community is alert to areas of risk and harm, and are capable of applying

appropriate actions of prevention; are confident to voice their concerns at all times, and have trust that their concerns will be listened to respectfully and taken seriously. These actions create a culture of safety and care founded in line with the National and State Standards and Principles of a Child Safe Organisation, as well as the National Catholic Safeguarding Standards.



[click here to view  
Child Safe Standards  
Fact Sheet](#)



## **Safeguarding office**

The Safeguarding Office exists within Catholic Schools Broken Bay to assist Teachers, School Staff, CSBB Staff, Volunteers, Parents & Students to create a safe and supportive environment within their schools for children and young people to learn and grow.

## **Safeguarding Month**

Throughout the month of September, the agencies of the Diocese, Catholic Schools Broken Bay, Chancery Offices, Catholic Care and Parishes promote scheduled events that highlight the importance of Safeguarding.

## **WWCC**

Safeguarding ensures that systems and processes exist to ensure compliance to legislation. WWCC renewal details should be sent to [wwcc@dbb.catholic.edu.au](mailto:wwcc@dbb.catholic.edu.au) for verification. Teachers must also update NESA with their WWCC details on renewal.

## **General Enquiries**

P 7256 2211

E [safeguarding@dbb.catholic.edu.au](mailto:safeguarding@dbb.catholic.edu.au)

## Safeguarding in our schools

Safeguarding in our schools is not just about responding to issues concerning the safety of all children; it is about being proactive in our approach to prevent abuse and reduce risk of harm.

Our Schools rely on leaders modelling and regularly reinforcing attitudes and behaviours that value children and take a zero-tolerance approach to child abuse.

If you have a concern that Safeguarding isn't being taken seriously at your school, please raise your concern with your Principal or direct supervisor, or contact the Safeguarding Office.

Creating a child-safe culture is about creating a culture where all staff and volunteers share the responsibility for promoting and ensuring child safety and feel empowered to do so. Preventing abuse should be seen as the ordinary responsibility of all adults.

## Adult Behaviour towards Children and Young People

The resources 'Professional Guidelines for Employees' and 'Professional Guidelines Do's & Don'ts Chart' set clear expectation about what behaviour is appropriate and inappropriate when engaging with children and young people in your role. It aligns with the CSBB Code of Conduct. It is a requirement of your role to become familiar with these documents to help guide your professional standing and promote the safety of students.

**Professional  
Guidelines**

**Do's and Don'ts**

**Code of Conduct**

## Safeguarding Training

**Compulsory Induction:** It is an expectation that those who work at CSBB in roles that require a Working With Children Check), complete an online Safeguarding induction course. The course is accessed via the SALT platform and permanent employees are provided the link from CSBB. Upon successful completion of the course you will receive a certificate. A record of your training

will be maintained by CSBB. This induction pack compliments the information learnt through the online course.

For Volunteers and Contractors the school will provide details of induction requirements via a Volunteers and Contractors Induction checklist

## CSBB online and published resources

Online resources are available at:

[CSBB Safeguarding](#)

Published resources are available and can be requested by contacting us at:

P 7256 2211

E [safeguarding@dbb.catholic.edu.au](mailto:safeguarding@dbb.catholic.edu.au)

## Complying with applicable legislation and referring to CSBB Policies is essential

**Mandatory Reporting:** In NSW, mandatory reporters are required by law to report suspected child abuse and neglect to government authorities.

Teachers and paid school staff are considered Mandatory Reporters and must legally report to their concerns to the Child Protection Helpline if they have reasonable belief that a

child or young person is at 'Risk of Significant Harm'. *Volunteers are not Mandatory reporters by law, but may still report concerns.*

If you are concerned about the safety or wellbeing of a child report to your supervisor, year coordinator or principal.

**Mandatory Reporter  
Fact Sheet**

**Managing ROSH and WB  
Concerns CSBB Policy**

## Reportable Conduct Scheme

The Scheme applies to workers, contractors, or volunteers of the schools and for those who hold a WWCC clearance for their engagement at CSBB CCC (WWCC Holders).

As a worker or volunteer of CSBB you have an obligation to report actions of colleagues who work with children if you think it may

be reportable conduct. As a worker in a child-related work, your conduct towards children (under 18) both inside and outside of work falls under the Reportable Conduct Scheme legislation and it is important that you become familiar with this fact sheet that assists to understand how this affects you.

**Addressing Allegations of  
Inappropriate Behaviour  
CSBB Policy**

**Reportable Conduct  
Fact Sheet**

## Reporting Crimes to NSW

The changes relevant to are 'Failure to Report' and 'Failure to Protect'. This legislation applies to any adult in NSW, regardless of their engagement with CSBB.

**Reporting to Police  
Fact Sheet**

*CSBB Policies are accessible from Noticeboard and the CEP/HR page. Policies set out expectations and the way issues are managed, dealt with and responded to.*



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BROKEN BAY



CATHOLIC SCHOOLS  
*Broken Bay*

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## VALUES



FAITH



JOY



WITNESS



COMPASSION



COURAGE