



SAFEGUARDING EDUCATION AND TRAINING (CHANCERY & PARISH) POLICY

CONTENT

This document contains the Diocese of Wilcannia-Forbes (**Diocese**) Policy on safeguarding education and training for Chancery and parishes. This Policy is developed and implemented by the Safeguarding.

APPLICATION & SCOPE

This Policy applies to clergy, employees, contractors, volunteers, work experience students and trainees (**Workers**) of the Diocese. Where an Agency within the Diocese (such as the Catholic Schools Office or CatholicCare) has its own policy, the relevant Agency policy will apply to Agency Workers.

PURPOSE

The purpose of this policy is to ensure Workers are equipped with the knowledge, skills and awareness to keep children and adults at risk safe. This is achieved through continual education and training.

POLICY

1. CLERGY

1.1 Induction

Incardinated and appointed clergy who are new to their appointment within the Diocese are required to complete an induction program. The induction program is tailored to the specific needs of the clergy member.

1.2 Compulsory Training

Clergy incardinated in or appointed to the Diocese are required to attend a compulsory annual training. Some exemptions may apply to incardinated clergy who have retired from active ministry. These exemptions are provided by the Vicar General. However, those clergy retired from active ministry who provide regular supply are still required to complete the annual training.

1.3 Professional Development

Incardinated, appointed clergy are offered additional opportunities for learning to be kept up to date on emerging legislation or practice changes. These opportunities may be offered annually at the Clergy Conference.

2. SEMINARIAN

Safeguarding considers the program run by the Seminary and provides the following schedule knowing Seminarians receive training regularly throughout their study.

2.1 Induction

Prior to entry to the Seminary the seminarian will meet with a member of the Safeguarding Office. This meeting will involve introductions and completing the screening requirements including without limitation National Police History Check (**NPHC**) and Working With Children Check (**WWCC**).

Upon entry to the Seminary the Seminarian will engage with the Safeguarding program offered at the Seminary from Year 1 to Year 5.



During the latter part of the 5th year and prior to the 6 month parish placement, the Seminarian will complete a face to face Safeguarding Introduction to the Diocese of Wilcannia-Forbes session with the Safeguarding Manager, Chancellor and Vicar General.

At the time the Seminarian is ordained as a Deacon he will engage with a final induction session which will address any new policies and procedures relevant to Safeguarding in the Diocese.

2.2 Compulsory Training

During the 6th and 7th years the Seminarian will be required to attend the compulsory annual training.

3. CHANCERY WORKERS

3.1 Induction

All Chancery Workers are required to complete the Safeguarding Induction course.

3.2 Compulsory Training

All Chancery Workers are required to attend an annual safeguarding presentation. It is the responsibility of the Chancery Worker to ensure that they attend training. Training is required every three years.

3.3 Professional Development

Other opportunities for learning about Safeguarding are available for Chancery Workers through the Safeguarding Manager.

4. PARISH EMPLOYEES AND VOLUNTEERS (PARISH WORKERS) THAT REQUIRE PRE-SCREENING

4.1 Induction

Parish Workers who are engaged in a role that requires pre-screening in accordance with Diocesan policy including but not limited to a WWCC and/or a NPHC are required to complete Safeguarding induction training.

4.2 Training

Parish Workers that require pre-screening are required to attend presentations on Safeguarding every three years.