



## GLOSSARY

### Safeguarding Safe Practice Guides

Abuse	The mistreatment of another person which causes, or has the potential to cause harm. It can occur as a result of one act, or inaction, and does not have to be repeated to amount to abuse. It is also irrelevant, that harm is not caused to a person by the abusive behaviour. The main types of abuse include physical, sexual, psychological (emotional) abuse and neglect. Spiritual abuse can also occur in a religious context.
Adult	Any person who is 18 years of age or older.
Adult-at-Risk	Any person aged 18 years and over who is at increased risk of abuse, such as those who: <ul style="list-style-type: none"> <li>• are elderly</li> <li>• have a disability</li> <li>• suffer from mental illness</li> <li>• have diminished capacity</li> <li>• have cognitive impairment</li> <li>• are experiencing transient risks, such as bereavement or relationship breakdown (or other such adversity)</li> <li>• have any other impairment that makes it difficult for that person to protect themselves from abuse or exploitation.</li> </ul>
Agency/ies	The Agencies of the Archdiocese of Brisbane are as follows: <ul style="list-style-type: none"> <li>• Archdiocesan Development Fund</li> <li>• Archdiocesan Services</li> <li>• Brisbane Catholic Education</li> <li>• Centacare</li> <li>• Episcopal and Corporate</li> <li>• Office of Legal, Governance &amp; Risk</li> <li>• Evangelisation Brisbane</li> <li>• Xavier</li> </ul>
Allegation	A complaint, still to be verified, claiming or asserting that someone has committed an act of abuse against a child. The term is used interchangeably and in combination with “complaint”. <span style="float: right;">(NCSS)</span>
Archbishop	The Diocesan Bishop of the Archdiocese of Brisbane.
Archdiocesan Worker	Clergy, employees, contractors, volunteers and others working for the Archdiocese and the works or services provided by all parishes, ministries and agencies under the jurisdiction of the Archbishop of Brisbane.
Association of Christ’s Faithful	An association which can be of clerics or lay persons or a combination of both where the members of the association strive with a common effort to foster a more perfect life, or to promote public worship or public teaching and in which they may also devote themselves to other works of the Apostolate such as initiatives for evangelisation or works of piety or of charity and works which animate the temporal order with the Christian spirit.
Authorities	A government organisation or agency with having legal power and authority (e.g. police, child safety services, Blue Card Services, ombudsman).

Canon law	The revised Code of Canon Law promulgated by His Holiness Pope John Paul II in 1983 and the Code of Canons of the Eastern Churches as promulgated in 1990 and any other universal or particular legislation promulgated by the competent ecclesiastical authority.  (NCSS)
Child/ren	Any person under 18 years of age.
Child Abuse	There are different legal definitions of child abuse in Australia. Most commonly, the categories of child abuse include sexual, physical, psychological, neglect, ill-treatment, exploitation and exposure to family violence. Child abuse, when referenced throughout the National Catholic Safeguarding Standards, includes: physical abuse, sexual abuse, neglect, psychological abuse, exposure to family violence and grooming.  (NCSS)
Child Abuse Offender	Any person who is the subject of a substantiated complaint of child abuse, or has been convicted of an offence relating to child sexual abuse.  (NCSS)
Clergy	The body of those ordained in sacred ministry in the Church. They are either deacons, priests or bishops.  (NCSS)
Code of Conduct	A document that sets out expected standards of conduct when performing duties or involved in activities. A code of conduct places an obligation on individuals to take responsibility for their own conduct.
Communication Device/Technology	Equipment capable of transmitting information between a sending device and a receiving device. Example include a telephone, mobile telephone, tablet, desktop computer, laptop computer.
Complaint	Any allegation, suspicion, concern, or report of a breach of the code of conduct. It also includes disclosures made to an institution that may be about, or relate to, abuse.  (NCSS)
Cultural Safety	An environment that is safe for people of all ethnicities and cultural identities: where there is no assault, challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening.  (NCSS)
Due Diligence	The exercise of care that should be undertaken before entering into an agreement with another party.
Duty of Care	Common law obligation to take reasonable precautions to prevent foreseeable risks of harm to others.
Grooming	A pattern of behaviour aimed at engaging a child as a precursor to sexual abuse. It includes establishing a 'special' friendship/ relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is 'normal' and positive. The process can take as little as a few days or as long as months or even years.  (NCSS)
Guardian	A person who has the legal authority to care for the personal interests of another person.
Hazard	Any situation or thing that has the potential to cause harm.
Local Safeguarding Representatives (LSR)	Person appointed to assist in promoting safeguarding, establishing and maintaining safe environments, and achieving compliance with safeguarding standards, policy and practices.

Ministry	Any activity within, or delivered by, an entity that is designed to carry out the good works of the Catholic Church.  (NCSS)
National Catholic Safeguarding Standards (NCSS)	Edition 1 of the National Catholic Safeguarding Standards produced by Catholic Professional Standards Ltd, 2019. The Standards constitute a framework which articulates requirements for Catholic entities to promote the safety of children through the implementation of policies and activities to prevent, respond to and report concerns regarding child abuse.
Online	Undertaking activities on or via the internet.
Online Communication	Includes (but is not limited to) a social media service, video streaming service, video conferencing service, email, internet messaging service, mobile phone text service.
Overseas Clergy	Any cleric who is specifically recruited from overseas by a Church Authority or entity.  (NCSS)
Parent	A person's mother or father.
Parish	Community of Christian faithful usually established locally within a geographic section of a Diocese and entrusted by the Diocesan Bishop to the pastoral care of a priest.
Parish Administrator	A Priest appointed as Parish Administrator in accord with canon 539 (1983 CIC). The Parish Administrator is bound by the same obligations and has the same rights as a Parish Priest, unless the diocesan bishop prescribes otherwise (canon 540§1 1983 CIC).
Parish Priest	A Priest appointed as Parish Priest being the proper pastor of the Parish entrusted to him who shares in the ministry of the Diocesan Bishop and who is in all juridical matters, to act in the person of the Parish and who is also to act to ensure that the Parish goods are administered in accordance with the law.
Personal Boundaries	The physical, emotional, psychological and spiritual limits individuals have to protect themselves from being manipulated, exploited or abused by others.
Priest	Refer 'Clergy'
Public Juridic Person/PJP	An aggregate of persons or of things constituted by competent authority (e.g. the Archbishop) which fulfils in the name of the Church according to (canon) law the proper function entrusted to it in view of the public good (c.116 §1 1983 CIC). It enjoys juridic personality in (canon) law.
Risk	The possibility that harm may occur when exposed to a hazard.
Risk Assessment	A documented process for determining the risk of a hazardous activity, situation, process or item, and for determining controls to reduce the risk of the hazard.
Risk Management Plan	A document that identifies hazards and risks and defines measures to control those risks.
Sacraments	Are the seven Sacraments of the Church, namely Baptism, Confirmation, Eucharist, Reconciliation, Matrimony, Holy Orders and the Sacrament of the Sick.
Sacrament of Reconciliation / Penance	The sacrament by which the Faithful who confess their sins to the minister of the Sacrament, are sorry for those sins and have the purpose of amendment, receive from God, through the absolution given by that minister, the forgiveness of sins they have committed after Baptism and at the same time are reconciled with the Church, which by sinning they wounded (canon 959 1983 CIC).
Safeguarding	Measures to protect the safety, human rights and well-being of individuals, which allow people to live free from abuse, harm and neglect.  (NCSS)

Safeguarding Incident	A safeguarding incident includes: <ul style="list-style-type: none"> <li>• a breach of the safeguarding policy and practices, or</li> <li>• an abuse suspicion, disclosure, report, complaint, or incident (past or present).</li> </ul>
Safeguarding Risk	Any situation or circumstance that exposes a person to possible abuse including physical abuse, sexual abuse, psychological abuse, spiritual abuse, neglect and grooming behaviour.
Substantiated Complaint	Allegations proven to be true or supported with evidence. (NCSS)
Third Party	Any individual, group or organisation outside the entity who either contract services and facilities to or from the entity. For example, groups hiring Church facilities for private or public use (for example birthday parties, men's sheds, exercise groups), companies contracted to provide design and print work for an entity, and consultants. (NCSS)
Vicar General	The Vicar General is appointed by the Archbishop to assist him in the governance of the entire Archdiocese of Brisbane. The Vicar General oversees the work of the various Agencies.
Working with Children & Adults-at-Risk	Working with children and adults-at-risk means being engaged in a role or activity where contact with children and adults-at-risk is a usual part of the role or reasonably expected, and the contact is more than incidental.
Working with Children Blue Card	A positive notice/permit issued by the Queensland Government that allows a person to undertake regulated child-related employment (paid or voluntary).
Young people/person	Usually any person 13 to 17 years of age (i.e. teenagers).