



ARCHDIOCESE
OF BRISBANE

SAFE PRACTICE GUIDE

Safeguarding Induction & Training

NCSS
7.1.1, 5.3.1,
5.3.2, 5.8.2

Why is this important?

Training provides workers with the knowledge and skills to perform their role effectively. Undertaking regular safeguarding training also demonstrates a commitment to continuous improvement in safeguarding practice.

The National Catholic Safeguarding Standards (NCSS) require Church entities to deliver safeguarding induction and training to workers.

What should we be doing?

Safeguarding Induction (Level 1)

All Archdiocesan workers must complete a Safeguarding Induction as part of the general Archdiocesan induction program and at least every 2 years thereafter.

Overseas clergy must complete a Safeguarding Induction before commencing ministry within the Archdiocese.

Applied Safeguarding Training (Level 2)

All workers who work with children and adults-at-risk must complete Applied Safeguarding Training (in addition to the Safeguarding Induction) within 3 months after commencement, and at least every 2 years thereafter.

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.

All clergy in active ministry (whether or not they work with children and adults-at-risk) must complete Applied Safeguarding Training within 3 months after commencement, and at least every 2 years thereafter.

Local Safeguarding Representative Training

All appointed Local Safeguarding Representatives must complete the Local Safeguarding Representative training (in addition to the Safeguarding Induction) before commencing the role, and at least every 2 years thereafter. Local Safeguarding Representative are not required to complete Applied Safeguarding Training.

Compliance

Parishes, ministries and agencies are responsible for monitoring and managing safeguarding induction and training compliance within their area of responsibility.

Safeguarding induction and training records should be kept by parishes, ministries and agencies and be provided to the People & Culture Office for recording in the employee management system.

The People & Culture office provides parishes, ministries and agencies with regular compliance reports.

Non-compliance by individuals should be addressed by the parish, ministry or agency in the first instance. This may involve reasonable management action (e.g. formal warning).

Continuing non-compliance by individuals should be reported to the Office for Safeguarding Services and the People & Culture Office. This may result in remedial/disciplinary action.

General non-compliance demonstrated by a parish, ministry or agency that seriously jeopardises the safety and wellbeing of others will be reported to the Vicar General.