



SAFE PRACTICE GUIDE

Safeguarding Due Diligence Checks

Why is this important?

The National Catholic Safeguarding Standards provide that Church entities must consider risks posed by third-parties working with children and adults-at-risk conduct due diligence checks to ensure those parties have appropriate safeguarding policies and practices in place.

What should we be doing?

Safeguarding due diligence checks should be conducted on third-parties who engage or partner with parishes, ministries and services to work with children and adults-at-risk, or use or hire a Church owned property or building for that purpose.

Third-parties may include religious or non-religious people, groups, entities or businesses that conduct activities with or deliver services to children or adults-at-risk. Examples include a lay youth ministry/association and a children's dance school.

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.

Due diligence checks should be conducted before entering into an arrangement or agreement with a third-party.

Due diligence check may include (but are not limited to) confirming that the third-party has:

- a safeguarding or child protection policy and procedures;
- satisfied all legal working with children (Blue Card) and police/criminal history screening requirements;
- appropriate management and supervision practices;
- a complaint and incident management procedure (including reporting protocols);
- a code of conduct setting out expected standards of behaviour towards children and adults-at-risk;
- satisfied other relevant accreditation processes (e.g. qualified swim coach, current first aid or life-saving accreditation);
- work, health and safety arrangements; and
- appropriate insurance coverage (including public liability insurance).

The party should be requested to provide a copy of its child protection or safeguarding policy and procedures.

The party should also be requested to provide written assurance confirming that screening and accreditation requirements are satisfied (e.g. Working with Children Blue Card, Disability Yellow Card, police check).

Third parties wishing to use an Archdiocesan property or premises to work with children or adults-at-risk should sign an appropriate Facilities Use Agreement, rental or occupancy agreement (whichever is applicable).

Records should be kept of all third parties using properties or premises to work with children and adults-at-risk.

An agreement should not be entered into with any third-party that cannot satisfy due diligence checks, particularly legal requirements.

Records of all due diligence checks and agreements should be documented, retained and stored securely.

Keep a record of all activities undertaken by third-parties.