



## **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 equip personnel with the knowledge and skills to keep children and adults safe through ongoing education and training.

## **What should we be doing?**

### **Safeguarding Training**

The Safeguarding Training module provides an in-depth examination of the Archdiocesan approach to safeguarding and explores best safeguarding practice and legal obligations.

All Archdiocesan employees, recognised volunteers, clergy in active ministry and religious are required to complete the Safeguarding Training module upon commencement, and at least every 2 years thereafter.

Visiting clergy and religious are required to complete the Safeguarding Training module depending upon the nature of their work/ministry within the Archdiocese and duration of their visit.

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.

### **Compliance**

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

Safeguarding 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 will be reported to the Vicar General.