



## Protocol: Mandatory Safeguarding and Child Protection Training

It is an expectation of the Archdiocese that the following groups undertake mandatory Safeguarding and Child Protection Training (Safeguarding Training):

- Clergy and Religious Appointees within the Archdiocese
- Seminarians attending the Seminaries within the Archdiocese
- Workers of the Parishes within the Archdiocese
- Workers of the Agencies within the Archdiocese

### **Definitions:**

**'Clergy'** includes bishops, priests, assistant priests, deacons, incardinated in the Archdiocese or not incardinated in the Archdiocese but granted faculties and appointed to a position within the Archdiocese, and seminarians at the Seminary of the Good Shepherd. Please refer to the Policy Definitions for more detail.

**'Religious Appointee'** includes sisters and brothers from religious orders appointed to an official role in the Archdiocese.

**'Workers'** includes Parish and Agency Employees, Volunteers, self-employed contractors, Clergy and Religious Appointees.

If there is an appointed Parish Safeguarding Support Officer (**PSSO**) or Chaplaincy Safeguarding Support Officer (**CSSO**) in a Parish/Community, they can deliver Safeguarding Induction Training in their Parish/Community.

Through the completion of Safeguarding Training, all Workers throughout the Archdiocese can help to keep Children, Young People and our communities safe.

Registering for Safeguarding Training can be done either via the Archdiocese of Sydney Safeguarding page under the 'Training' tab <https://www.sydneycatholic.org/safeguarding-and-child-protection/> or by emailing your full name, parish/agency, name of training session and email address to [safeguardingtraining@sydneycatholic.org](mailto:safeguardingtraining@sydneycatholic.org)

## Clergy and Religious Appointees:

### Clergy and Religious Appointees within the Archdiocese:

All Clergy with faculties and Religious Appointees within the Archdiocese are required to undertake the following annual training: **NB: Safeguarding Online Induction Training and Level 1 Training must be completed in the same year, after that one training package is to be completed per year.**

<b>Training Required:</b>	<ul style="list-style-type: none"><li>• <b>Safeguarding Online Induction Training</b> completed within 6 weeks of obtaining faculties (as per National Catholic Safeguarding Standard 5.4.1)</li><li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed within 3 months of obtaining faculties.</li><li>• <b>Level 2: Building Safe Communities Safeguarding Training</b></li><li>• <b>Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training</b></li><li>• <b>Ongoing annual Safeguarding Training</b></li></ul>
<b>Delivered by:</b>	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

## Overseas Clergy and Religious

### Clergy and Religious from overseas with faculties to minister and Appointments within the Archdiocese:

Clergy and Religious from overseas are required to undertake the following Safeguarding Training

<b>Training Required:</b>	<ul style="list-style-type: none"><li>• <b>Ministry in Australia Safeguarding Training</b> completed before ministering in Australia (as per National Catholic Safeguarding Standard 5.9.2.)</li><li>• <b>All other required training is as per the requirements set out in 'Clergy and Religious Appointees' – see above</b></li></ul>
<b>Delivered by:</b>	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

## Seminarians

<b>Seminarians attending the Redemptoris Mater Sydney Seminary</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed in first year</li> <li>• <b>Level 2: Building Safe Communities Safeguarding Training</b> completed in second year</li> <li>• <b>Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training</b> completed in third year</li> <li>• <b>Ongoing annual Safeguarding Training</b></li> </ul>
<b>Delivered by:</b>	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

<b>Seminarians attending the Good Shepherd Seminary</b>	
Seminarians attending the Good Shepherd Seminary are to attend Safeguarding Training, in accordance with the Good Shepherd Seminary Training Policy.	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed in second year (<i>full day attendance</i>)</li> <li>• <b>Level 2: Building Safe Communities Safeguarding Training</b> completed in third year (<i>half day attendance 10.30am-12.30pm</i>)</li> <li>• <b>Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training</b> completed in fourth year (<i>half day attendance 1.00pm-3.00pm</i>)</li> <li>• <b>Ongoing annual Safeguarding Training</b></li> </ul>
<b>Delivered by:</b>	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

## Parish Environments

<b>Parish Secretaries/Parish Administrators/Business Managers/Sacramental Coordinator/Pastoral Associate</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed within 6 weeks of employment (as per National Catholic Safeguarding Standard 5.4.1)</li> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed within 6 months of employment</li> <li>• <b>Safeguarding Refresher Training</b> every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

<b>Parish Volunteers</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed prior to any volunteer work (as per National Catholic Safeguarding Standard 5.4.1)</li> <li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

## Safeguarding Support Officers

<b>Parish Safeguarding Support Officers (PSSO) and Chaplaincy Safeguarding Support Officers (CSSO)</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b></li> <li>• <b>Train the Trainer – ‘Spreading the Message’</b></li> <li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li> <li>• <b>Ongoing Safeguarding Training as required</b></li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

## Agency Environments

<b>Agency Heads</b> <i>(For example: Aboriginal Catholic Ministry, Benedict XVI Retreat, Catholic University Chaplaincy Services, Catholic Weekly, Ephpheta Centre, Sydney Catholic Youth)</i>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed within 6 weeks of employment (as per National Catholic Safeguarding Standard 5.4.1)</li> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed within 6 months of employment</li> <li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

<b>Agency Employees</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed within 6 weeks of employment (as per National Catholic Safeguarding Standard 5.4.1)</li> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed within 6 months of employment</li> <li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

<b>Agency Volunteers</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed prior to any volunteer work (as per National Catholic Safeguarding Standard 5.4.1)</li> <li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

## Youth Ministry Environments

Youth Ministry Team Leaders	
<b>Training Required:</b>	<ul style="list-style-type: none"><li>• <b>Safeguarding Online Youth Ministry Induction Training</b> completed prior to appointment of position (as per National Catholic Safeguarding Standard 5.4.1)</li><li>• <b>Level 1 Youth Ministry Safeguarding Training</b> completed within 6 months of position</li><li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li><li>• <b>Ongoing Safeguarding Training as required</b></li></ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Youth Ministry Leaders	
<b>Training Required:</b>	<ul style="list-style-type: none"><li>• <b>Safeguarding Online Youth Ministry Induction Training</b> completed prior to appointment of position</li><li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li><li>• <b>Ongoing Safeguarding Training as required</b></li></ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

## Course Descriptions:

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### **Safeguarding Online Induction Training (1 hour):**

Safeguarding within the Archdiocese of Sydney is everyone's responsibility and this training package informs participants of the vital framework for safeguarding Children within the Archdiocese – this includes legal compliance, Codes of Conduct, historical overview of child abuse in Australia, professional boundary expectations, categories of abuse, indicators of abuse, responding to disclosures of abuse and reporting obligations of individuals within the Archdiocese.

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### **Safeguarding Online Youth Ministry Induction Training (1.5 hours):**

Safeguarding within the Archdiocese of Sydney is everyone's responsibility and this training package informs Youth Ministers of the vital framework for safeguarding Children who are participating in youth ministry groups within the Archdiocese – this includes legal compliance, Codes of Conduct, historical overview of child abuse in Australia, professional boundary expectations, categories of abuse, indicators of abuse, responding to disclosures of abuse, reporting obligations of individuals within the Archdiocese, importance of risk assessments, understanding the dangers of online grooming and sexting.

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### **Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training**

This training package informs participants of the vital framework for safeguarding Children within the Archdiocese – this includes legal compliance, Codes of Conduct, historical overview of child abuse in Australia, professional boundary expectations, categories of abuse, indicators of abuse, safe recruitment practices, requirement of Working with Children Checks of staff and volunteers in child related roles (as legislated), recording and safe storing of information, responding to disclosures of abuse and reporting obligations of individuals within the Archdiocese.

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### **Level 1: Youth Ministry Safeguarding Training**

This training package provides important information and tools to Youth Ministers who minister to Children and Young People within the Archdiocese of Sydney – this includes understanding and recognising signs on online grooming and bullying, understanding legislation relating to online bullying and sexting, how to create and maintain safe youth ministry environments, understanding the importance of developing risk assessments, responding to disclosures of abuse and reporting obligations.

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### **Level 2: Building Safe Communities Safeguarding Training**

This training package offers participants a unique perspective into the wide spread effects child sexual abuse has on society and individuals as well as providing participants with skills and tools to help build safe communities within the Archdiocese– this includes watching the Breaking the Silence video, understanding your safeguarding responsibilities within a parish/community, understanding and developing risk assessments, how to report incidents to the Safeguarding Office and the significance of Safeguarding Support Officers.

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### **Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training**

This training package provides participants with a snapshot overview of the Royal Commission into Institutional Child Sexual Abuse and how the recommendations from the Royal Commission have impacted our Archdiocese – this includes key facts from the Royal Commission, key recommendations for the Catholic Church, understanding and implementing the Office of the Children’s Guardian Child Safe Standards, understanding and implementing the National Office for Child Safety’s 10 Principles and becoming familiar with Australian Catholic Safeguarding Limited.

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### **Train the Trainer – ‘Spreading the Message’**

This training package is for those volunteers who have been nominated to become a Safeguarding Support Officer in their Parish or Chaplaincy community. This Train the Trainer package provides Safeguarding Support Officers with information about their roles within their community as well as the resources and skills to present the Safeguarding Induction training package to volunteers within their community.

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