

Safeguarding of Children and Vulnerable Persons Policy

1 Applies to

This Policy applies to all Calvary facilities, services and entities.

2 Purpose

Consistent with our mission, vision and the [Spirit of Calvary](#), Calvary is committed to the following safeguarding practices and outcomes:

- no tolerance for abuse of children and vulnerable persons;
- actively listening to and empowering children and vulnerable persons;
- having systems in place to protect children, staff, visitors and vulnerable persons from abuse;
- development and regular review of policies and procedures to protect children and vulnerable people from harm;
- taking all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures;
- promoting cultural safety for Aboriginal and Torres Strait Islander people;
- promoting cultural safety for children and vulnerable adults from culturally and/or linguistically diverse backgrounds; and
- providing a safe environment for children, vulnerable adults, people with disabilities and all who enter a Calvary facility.

3 Responsibilities

Calvary Ministries

Calvary Ministries has the following objects and purposes:

- Primarily to sustain health care ministry of LCMHC;
- Exercise a stewardship role; and
- Ensuring LCMHC's activities are conducted in manner consistent with teachings and laws of Catholic Church.

Little Company of Mary Health Care (LCMHC) Board

The LCMHC Board governs Calvary services in Australia in accordance with the heritage of the Venerable Mary Potter and the philosophy and mission of the Sisters of the Little Company of Mary as part of Catholic health in Australia.

The Board is responsible for

- Identifying critical risks with respect to the safeguarding of children and vulnerable people;
- Ensuring adequate controls are in place to assess and manage safeguarding risks;
- Ensuring processes are in place to minimise risk to children and vulnerable people in accordance with all statutory requirements and to ensure continuous compliance with accreditation standards; and

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- Demonstrating effectiveness of the governance arrangements for the safeguarding of children and vulnerable persons to Calvary Ministries.

National Chief Executive Officer (NCEO) and National Executive Leadership Team (NELT)

The NCEO and members of the NELT are responsible for

- Communicating that the organization has no tolerance for abuse to children and vulnerable persons;
- Identifying critical risks with respect to the safeguarding of children and vulnerable people to the LCMHC Board;
- Satisfying the Board that adequate controls are in place to assess and manage safeguarding risks;
- Ensuring processes are in place to minimise risk to children and vulnerable people in accordance with all statutory requirements and to ensure continuous compliance with accreditation standards;
- Monitoring the processes put in place to minimise risk to children and vulnerable people;
- Demonstrating effectiveness of the governance arrangements for the safeguarding of children and vulnerable persons to the Board; and
- Working with Regional CEOs, General Managers and Facility Managers to ensure that all existing local and stream policies are reviewed, revised and align with this national safeguarding policy.

National Director of Mission (NDoM)

The NDoM is responsible for

- reviewing this policy at least every two years and following a review of each significant incident;
- coordinating reporting in relation to this policy;
- liaising with relevant safeguarding groups and bodies, especially from a Church perspective – including Catholic Professional Standards (CPSL) and Professional Standards Offices (PSO); and
- maintaining this policy.

Calvary Staff and Volunteers

All of Calvary's employees and volunteers must agree to abide by this policy.

4 Policy

4.1 Commitment to safeguarding standards

Calvary is committed to the National Principles for Child Safe Organisations and to the National Catholic Safeguarding Standards. The standards require that Calvary puts in place:

1. strategies to embed an organisational culture of safeguarding, through effective leadership and governance;
2. strategies to ensure children are informed about their rights, participate in decisions affecting them and are taken seriously;
3. strategies to ensure families, carers and communities are informed and involved in promoting child safeguarding;
4. strategies to ensure equity is upheld and diverse needs are respected in policy and practice;
5. recruitment, screening, supervision, support and other human resource practices which reduce the risk of child abuse and ensure people working with children are suitable and supported to implement child safeguarding values in practice;
6. processes for raising concerns and complaints which are responsive, accessible and used by children, families, carers and communities;
7. training and education which equips personnel with knowledge, skills and awareness to keep children safe;

8. strategies to identify and reduce or remove risks in both physical and online environments;
9. processes for regularly reviewing and improving safeguarding systems and practices; and
10. policies and procedures which underpin and articulate safeguarding across the entity.

4.2 Safeguarding children and vulnerable people

Calvary's leaders and staff will

- Protect children and vulnerable people from all forms of abuse, bullying and exploitation by our staff and by other persons in our care;
- Be alert to incidents of child abuse, elder abuse and neglect occurring outside the scope of our operations that may have an impact on the children and vulnerable people to whom we provide a service;
- Report any abuse or neglect of which they become aware to our management and/or to external authorities responsible for child protection, the protection of vulnerable people or police - regardless of whether that abuse is being perpetrated by people within or outside our organization, including those from the child's or vulnerable person's family, extended family, their family's extended network or strangers;
- Create and maintain a child safe culture that is understood, endorsed and put into action by all our leaders and staff.
- Create and maintain a safe culture for vulnerable persons that is understood, endorsed and put into action by all our leaders and staff.

In line with the above commitments, Calvary

- is committed to the safeguarding, support and respect of children and vulnerable persons;
- has no tolerance for abuse of any form;
- desires children and vulnerable people to be safe, happy and empowered in our facilities and through receipt of our services;
- has age appropriate discussions with children regarding rights and decision making;
- ensures our staff know the behaviours we expect for the safety of children and vulnerable people;
- recruits people who keep our children and the people we care for safe by ensuring appropriate checks and screening are undertaken;
- vets, monitors and supervises all contractors, subcontractors and agency staff who will be involved with children and vulnerable people;
- trains and inducts staff on our safeguarding policies and ensures that staff undertake safeguarding children and vulnerable people training;
- supports ongoing education and training for staff to maintain best practice in safeguarding;
- liaises with government agencies and church professional bodies responsible for safeguarding;
- encourages the involvement of children, vulnerable people, carers and parents in developing a safe inclusive and supportive environment;
- provides information to vulnerable people children and carers about safeguarding practices;
- ensures our staff understand their responsibility for reporting child abuse and abuse of vulnerable persons and follow the appropriate procedures;
- identifies risks early, with the aim of eliminating or reducing these risks;
- maintains and reviews our policies and procedures to ensure that safeguarding policies continue to represent best practice; and

- treats allegations and safety concerns very seriously and consistently in accordance with the law, the requirements of the relevant Commissions and professional bodies who set standards for our services and our own policies and procedures.

4.3 Children and vulnerable persons

This policy is intended to empower children and vulnerable people who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander people;
- promote the cultural safety, participation and empowerment of children and vulnerable people from culturally and/or linguistically diverse backgrounds and/or people who identify as members of the LGBTI community;
- ensure that everyone with a disability is safe and can participate equally.

4.4 Evaluation and Improvement

To assess compliance to the requirements of this policy and continually improve, Calvary will undertake evaluation processes and consider:

- best practice requirements;
- results of audits, reviews and surveys;
- incident and investigation outcomes;
- feedback from service users, employees and volunteers; and
- identified risks and how they are managed.

5 Related Calvary Documents

- [Criminal and Related History Screening Policy](#)
- [Police Check and Working with Vulnerable People Policy](#)
- [Code of Conduct](#)
- [Admission Guidelines \(RAC\) – Clerics and Religious](#)
- [Spirit of Calvary](#)
- [Feedback and Complaints Management Policy](#)
- [Feedback and Complaint Management Policy and Procedure](#)
- [Feedback and Complaint Management Guideline](#)
- [Dealing with Employee **Feedback** Notification](#)
- [Discernment framework](#)
- [National Reconciliation Action Policy](#)
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Service Policies, Guidelines and Procedures

- [Child Protection procedure](#)
- [Making a Child Protection Report to Care and Protection Services](#)
- [Child Protection policy](#)

- [Child Protection](#)
- [Allegations of and Convictions for Abuse of Children by Current Staff Appointees](#)
- [Identifying and Responding to abuse of older people NSWMOH](#)
- [Child Safety Policy](#)
- [Orientation Checklist - Child Service - SA](#)
- [Child Safe Policy](#)
- [Child Abuse and Neglect Mandatory Reporting Procedure](#)
- [Vulnerable Persons Register \(VIC\)](#)
- [Abuse of Older People and People with Disabilities Manual](#)
- [Child and Young Person Safety](#)
- [Suspected Child Abuse](#)
- [Child Security](#)
- [Child Safe](#)
- [Child Protection policy](#)
- [Child Protection procedure](#)
- [Making a Child Protection Report to Care and Protection Services](#)

6 Definitions

- **Calvary** refers to the Little Company of Mary Health Care and all of its employing entities.
- **Child/ren** means individuals under 18 years of age.
- **Cultural safety** means 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.
- **Employee** for the purposes of this policy refers to:
 - Every Calvary employee;
 - Contractors/sub-contractors and any of their employees whilst engaged on work for Calvary;
 - Visiting Medical Officers;
 - Volunteers and unpaid employees;
 - Students on placement
 - Researchers
 - Partners and visitors (e.g. Medirest, Local Health District employees)
 - Consultants or consultants' employees whilst on Calvary work; and
 - Agents who are acting on behalf of Calvary.
- **Leaders** means personnel who are responsible for important governance decisions within a Calvary entity and/or who lead and coordinate Calvary's improvement initiatives.
- **Member** means Calvary Ministries.
- **LCMHC Board** means the National Board of Directors of Calvary.
- **National Chief Executive Officer (NCEO)** means the person appointed in accordance with the Constitution of Little Company of Mary Health Care and includes any person acting in that position.
- **National Director of Mission (NDoM)** means the person appointed in accordance with the Constitution of Little Company of Mary Health Care and includes any person acting in that position.
- **National Executive Leadership Committee** means the direct reports to the National Chief Executive Officer, including but not limited to Deputy NCEO, National Director of People and Corporate Services, National Director of Mission, National Director of Clinical Governance, National Chief Financial Officer, National Director Strategy and Service Development, and National Director of Legal, Governance and Risk.

- **Safeguarding** means measures to protect the safety, human rights and well-being of individuals, which allow people - in this context children and vulnerable persons - to live free from abuse, harm and neglect.
- **Senior Management** means any person appointed (or any person acting in place of such officer) to assume executive responsibility for the management of a Region or a Service.
- **Service(s)** means Calvary Health Care ACT; Calvary Health Care Bethlehem; Calvary Health Care (Newcastle); Calvary Health Care Sydney; Calvary Health Care Adelaide; Calvary Private Health Care Canberra; Calvary Bruce Private Hospital; Calvary Health Care Riverina; Calvary Health Care Tasmania; Calvary Retirement Communities; Calvary Community Care; and such other names as Services may be known by from time to time.
- **Staff** for the purposes of this policy refers to:
 - Every Calvary employee;
 - Contractors/sub-contractors and any of their employees whilst engaged on work for Calvary;
 - Visiting Medical Officers;
 - Volunteers and unpaid employees;
 - Students on placement
 - Researchers
 - Partners and visitors (e.g. Medirest, Local Health District employees)
 - Consultants or consultants' employees whilst on Calvary work; and
 - Agents who are acting on behalf of Calvary.
- **Vulnerable Person / People** for the purposes of this policy means
 - (a) a child or children; or
 - (b) an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason. (see Department of Social Services <https://www.dss.gov.au/about-the-department/doing-business-with-dss/vulnerable-persons-police-checks-and-criminal-offences>)

7 References

- The National Principles for Child Safe Organisations
- The National Catholic Safeguarding Standards