



CATENIANS

A U S T R A L I A

Safeguarding Guidelines

20/07/2023, Revision 2.3

Purpose

The Catenian Association is committed to fostering a culture of safety and care for children, our families, and all vulnerable adults.

Catenian Safeguarding Guidelines provide a framework that aligns with the National Catholic Safeguarding Standards (NCSS) provided through Australian Catholic Safeguarding Limited (ACSL) that creates a framework for Catholic entities to promote the safety of children and adults at risk. The Association acknowledges it must be aware of all the necessary protocols when engaging with young people and vulnerable adults; and this is deemed to include support for children, youth, adults, and includes sick and potentially vulnerable Catenian Brothers and their families, and Catenian Widows.

Throughout this document the term Province includes Area and Circle includes Group

This document draws heavily on the following documents which the Association will uphold and act upon:

- *National Catholic Safeguarding Standards, Edition Two, 2022*
- *Catenian Handbook - Manual of Procedure, May 2019 (pp 33-34)*

Code of Conduct

'We will always strive to live our personal and business lives in accordance with the ideals of our Catholic faith, where every person matters'. (Our Values 3)

This document encompasses the Association's *Constitution, Rules, Regulations* and particularly the Association's *Aims and Values*.

This document includes:

- Contact with children (which are recognised as minimal).
- Activities arranged within the Catholic Educational framework.
- Support for youth through prize giving, scholarships, grants, via parish organisations, Universities, etc.
- Support for potentially vulnerable/elderly Catenian members and Widows – the many close friendships established throughout our Association are an essential element of its existence wherein we *'support and encourage Brothers, their families and widows as needs arise'* (Aim 3) and *'through the Catenian Association Benevolent and Children's Fund'* (Aim 4).
- Support for priests and religious – *'to help our clergy... in appropriate ways'* (Aim 6).
- Training and interaction with Seminarians.
- On-going involvement with parishes and other Catholic organisations.

Management of Safe-Guarding

- The day-to-day management of Safeguarding resides with the Provincial Safeguarding Officer, and this includes provision of the data for an annual review of the Catenian Safeguarding guidelines,

and the submission of this data to the ANC Safeguarding Officer who submits an appropriate completed survey to ACSL. The Chair, or his nominee, of the Church and Public Relations Committee should be responsible for this function.

- Any issues arising from the Guidelines are to be directed to the relevant Provincial Safeguarding Officer and/or the appropriate Circle President or Vice President, including complaints. The ANC Safeguarding Officer can be consulted in areas where further advice is sought.
- Any Brother organising or involved in directly running a function must consult the Catenian guidelines and the regulations that pertain to the Archdiocese or Diocese within which the said function is to occur, which will not conflict with the NCSS. To do this, it is recognised that the organisers must be cognisant of the appropriate procedures that are required such as completion of a risk analysis (where relevant) and the necessity for what purposes a Brother may need to hold a Working with Children Card (or the equivalent).

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Appendix One

- I. Safeguarding in any given Province is to be overseen by the Provincial Safeguarding Officer. It is their responsibility to ensure that all procedures are followed within their jurisdiction.
- II. The Council of each Circle is responsible for Safeguarding within their own Circle functions and activities; it is suggested that the Vice President or Welfare Officer hold the direct brief.
- III. It should be appreciated that ignorance of the “law” can be hazardous for both individuals and Circle/Provincial Officers.
- IV. Please be aware Catenian Insurance does not cover the Association for any legal action arising from a breach of the Guidelines.
- V. Under no circumstances is any Catenian brother, other than a trained safeguarding officer in a very limited fashion, to discuss with a complainant what took place as this may prejudice any future legal processes. The complainant must be advised to immediately report the matter to the police, in the presence of the safeguarding officer, if they are happy for that to happen. No Brother should, under any circumstances, offer any opinion or judgement as to what might have occurred or discuss the matter further with anyone. Make no assessments of the rights or wrongs of any issue.
- VI. Be aware that if a Catenian activity requires the direct or indirect employment of wait staff, mentors, guides, or sporting officials the Catenian Association is responsible for the interactions between them and any of our brothers or their family members.
- VII. When holding an event that requires minors to be present, and anyone under the age of eighteen is legally considered a minor, the said individual must have a responsible parent or guardian accompanying them.
- VIII. Any brother directly dealing with a child at a function must have a Working with Children Card (WWCC), or the equivalent, depending on the Australian jurisdiction. A possible scenario would be acting as Father Christmas at a Christmas Party. **Before** each event (see definition on risk analysis form) a risk assessment form must be completed and emailed to the relevant province safeguarding officer.
- IX. One single person is not permitted to carry out a welfare visit. When visiting a female one of the visitors must generally be female. **Before** each visit a risk assessment form must be completed and emailed to the province/area safeguarding officer.

Appendix Two

Risk analysis form

Appendix Three

Some discussion of possible Risk