 NEW NORCIA SERVICES	Policy	
	Child Protection Policy	
Document: POLICY-10.00	Rev. 1	Effective 05/06/2019

10.00 Child Protection

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This policy applies to all members of the New Norcia Parish, Monks, paid staff and volunteers engaged in any Services offered through the Parish and/or New Norcia Services.

Purpose

New Norcia Services is firmly committed to the fundamental belief that all children have the right to be physically and psychologically safe at all times and we at New Norcia have zero tolerance for child abuse and share in the collective responsibility to protect all children and vulnerable individuals in our society.

This policy will be reviewed annually to maintain compliance.

Definition of Child Abuse

There are different legal definitions of child abuse in Australia. Most commonly the categories of child abuse include:

- Sexual
- Physical
- Psychological
- Neglect
- Ill- treatment
- Exploitation
- Exposure to family violence

Physical Abuse

- Any non – accidental physically aggressive act towards a child. Physical abuse may be intentional or may be the inadvertent result of physical punishment including shoving, hitting, slapping, shaking, throwing, punching, biting, burning or kicking

Sexual Abuse

- refers to a person who uses power, force or authority to involve a child or young person in any form of unwanted or illegal sexual activity. This can include touching or no contact at all. It may take the form of taking sexually explicit photographs or videos of children, forcing children to watch or take part in sexual acts and forcing or coercing children to have sex or engage in sexual acts with other children or adults

Neglect

- Refers to failure by a caregiver to provide the basic requirements for meeting the physical and emotional developmental needs of a child. Physically neglectful behaviours include a failure to provide adequate food, shelter, clothing, supervision, hygiene or medical attention

Psychological Abuse

- Refers to inappropriate verbal or symbolic acts and a failure to provide adequate non – physical nurturing or emotional availability. Such behaviours include rejecting, ignoring, isolating, terrorizing, corrupting, verbal abuse and belittlement

Exposure to Family Violence


- Generally considered a form of Psychologically abusive behavior where a child is present either physically or within earshot of a parent or sibling being subjected to physical abuse, sexual abuse or Psychological mistreatment or is visually exposed to the damage caused to persons or property by a family member's violent behavior

Grooming

- A pattern of behavior aimed at engaging a child as a precursor to sexual abuse. It includes establishing a 'special' friendship/relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is normal and positive. The process can take as little as a few days or as long as months or even years

Legislative Responsibility

All employees at New Norcia in any capacity that requires them to work with or come in contact with children or other vulnerable people attending New Norcia are required to hold a current Working with Children clearance.

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The Working with Children Check is effective in preventing harm to children in the following ways:

- **Deterring** people from applying to work with children where they have a relevant charge or conviction on their criminal record that indicates they may harm a child;
- **Detecting** new charges and convictions of those people who hold a current WWC Card and preventing them from continuing to engage in child-related work where their criminal record and behaviour indicates they may harm a child; and
- **Protecting** children by creating awareness that safeguarding children is a whole of community responsibility.

The obligation to check the currency of the WWC rests with Management at New Norcia. The employee has an obligation to inform Management if at any time the Working with Children clearance is withdrawn. Validity of WWC is checked monthly by going to www.checkwwc.wa.gov.au and following the prompts and recording the current status of all those employees holding a WWC card

Mandatory Reporting

Mandatory reporting is a term used to describe the legislative requirement imposed on selected classes of people to report suspected cases of child abuse and neglect to government authorities.

Mandatory reporting applies where there is a belief on reasonable grounds of child abuse or neglect taking place. This belief need not necessarily be specific e.g. sexual abuse.

Mandatory reporting is done through the selected personnel defined as the appropriate persons to lodge the report online or by phone communication with the Dept of Child Protection & Family Support

If you have concerns in relation to a child or vulnerable adult New Norcia Parish and New Norcia Services has the following reporting structure in place and any of these personnel can be approached for a confidential discussion

Safeguarding Officers

Parish – Melissa Victoriano

Workplace – Jody Burness

Abbot John Herbert

If you believe the behaviour is criminal in nature report directly to the Police and Safeguarding Officers would follow the Mandatory reporting procedure

Code of Conduct

New Norcia has a Code of Conduct which is applicable across all areas of business operations including those working on site in a voluntary capacity. The Code of Conduct incorporates the document “*Integrity in the Service of the Church*” which is a Resource Document of Principles and Standards for employees within the Catholic Church in Australia.

It also encompasses the principles of the Rule of Benedict and specifically addresses treating all others with respect, courtesy, honesty and fairness at all times.

The Code of Conduct admonishes all to ‘Never use your position to improperly gain an advantage in your private life’.


Failure to work according to the Code of Conduct policy may result in disciplinary action being taken as per the FWA (2009) outlined Performance management process and may include termination of employment.

Children attending New Norcia for school camp purposes are accompanied by teachers and or parents and other adults providing them with support and supervision to ensure their safety during their stay at New Norcia.

New Norcia employee contact will be limited to the provision of catering and food services, cleaning services, management and instruction in the form of tours and educational activities. During these occasions employee behaviour with the children must be circumspect, safe and respectful at all times.

A schedule of planned events applies for each group visiting New Norcia. Appropriate boundaries must be upheld at all times including no out of hours contact and strict adherence to rules relating to physical contact and touching. Behaviour management and disciplinary action is at no time the responsibility of the employees of New Norcia.

All instructions relating to standards of conduct whilst at New Norcia, use of the swimming pool and accessing any buildings and facilities whilst at New Norcia should be relayed by the Groups Manager or other appropriate Senior New Norcia employees through the adults accompanying and responsible for the groups.

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Families may be in residence at New Norcia in the employee accommodation and the principles of maintaining appropriate boundaries in relation to physical contact and touching must be applied in these circumstances. Interaction with fellow employee's children must be safe and respectful at all times. And behaviour management and disciplinary actions remain the responsibility of the parents only.

Child Safety Officers are appointed within the Parish and are present onsite at New Norcia during the Sunday Liturgy and when groups of children are visiting with School groups.

I hereby authorise this policy and confirm it is adopted across the New Norcia Parish & workplace

Abbot John Herbert OSB

References

<i>Related New Norcia Policies/Documents</i>	<i>Legislation relevant to this Policy</i>
<i>Child Safeguarding Commitment Statement (2018)</i>	<i>Children & Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008 (WA)</i>
<i>Code of Conduct (2019)</i>	<i>Fair Work Act 2009 (Cth)</i>
<i>#10.02 Mandatory Reporting Procedure (2016)</i>	<i>Working with Children (Criminal Record Checking) Act 2004 (WA)</i>
<i>#10.09 Complaints Handling Policy (2019)</i>	<i>Fair Work Act 2009 (Cth)</i>