

## 5. Managing breaches of the risk management strategy

<b>Procedure number</b>	005	<b>Version</b>	002
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ROLE	RESPONSIBILITIES
<p>Parish Priest or Administrator or Agency Director</p> <p>Parish Priest or Administrator or Agency Director to identify and appoint who has the responsibility</p>	<ul style="list-style-type: none"> <li>• Ensure this procedure is included when all new lay people, paid staff and volunteers within a Parish, Ministry or Agency receive their induction;</li> <li>• When considering if a breach has occurred, work through the issue using the <i>Just &amp; Fair Decision Making Matrix</i> to determine the level of individual or organisational responsibility;</li> <li>• Report any significant breaches of the Safeguarding Risk Management Strategy to the Diocesan Safeguarding Coordinator or Human Resource Manager by completing the <i>Safeguarding Incident Reporting Form</i>;</li> <li>• The <i>Just &amp; Fair Decision Making Matrix</i> and <i>Safeguarding Incident Reporting Form</i> can be accessed using the <a href="#">Safeguarding Supporting Documents/ Forms</a>.</li> </ul>
Church personnel	<ul style="list-style-type: none"> <li>• Ensure understanding of the priority to protect children and vulnerable adults, irrespective of what role it is in the Parish, Ministry or Agency. Every lay person, paid staff member and volunteer has a responsibility in safeguarding and complying with this procedure. Any breaches must be reported to the supervisor or to Diocesan Safeguarding Coordinator if the breaches are considered serious;</li> <li>• Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding or this procedure specifically and encourage them to discuss with Parish Priest/Administrator or Safeguarding Representative within Parish, Ministry or Agency.</li> </ul>
Diocesan Safeguarding Coordinator	<ul style="list-style-type: none"> <li>• Liaises with Human Resource Manager on matters relating to complaints or disciplinary action on Church personnel;</li> <li>• Communicate updates and changes to this procedure in consultation with parishes, ministries and agencies;</li> <li>• Encourage discussion and awareness of this procedure and to make time available to meet and discuss any concerns of breaches or potential breaches, working proactively and in partnership with the parishes, ministries and agencies;</li> <li>• Ensure that all Church personnel are aware of this procedure, have understood and agree to comply by signing the receipt notice covering all safeguarding procedures;</li> <li>• Liaise with Queensland Professional Standards Office and consider appropriate referral pathway including reporting to relevant authorities or the Bishop's Consultative Panel (in consultation with Bishop) if the matter is serious.</li> </ul>

## **1. Managing breaches of risk management strategy - procedure outline:**

- 1.1. Any breaches in safeguarding policy and procedures will be considered by the person with the responsibility to supervise the person who has or is alleged to have breached the policy and its procedures. For example, if a volunteer has breached the Safe Conduct Standards in a Parish, the Parish Priest or Administrator will consider the seriousness of the breach and refer accordingly;
- 1.2. For any breach or potential breach of the safeguarding policy and its procedures, the supervisor of the person responsible must complete the [Safeguarding Incident Reporting Form](#) and send on to the Diocesan Safeguarding Coordinator or Human Resource Manager as soon as practical;
- 1.3. For any disciplinary discussions, the Human Resource Manager must be notified to ensure procedural fairness and legislated requirements are followed;
- 1.4. An outcome of any disciplinary discussion or formal meetings should be documented including an action plan, and filed in a confidential and secure file to respect the privacy of those impacted. The action plan if required must be reviewed and outcomes documented accordingly;
- 1.5. An outcome can vary depending on the determined breach in the policy and its procedures. This may include:
  - Re-emphasising the relevant requirements of the procedure, for example, the Code of Ethical Behaviour;
  - Providing closer and more regular supervision;
  - Providing further education and training;
  - Mediating between those involved in the incident (where relevant and appropriate);
  - Disciplinary/ complaints handling processes (if necessary);
  - Reviewing current policies and procedures;
  - Developing new policies and procedures (if necessary).
- 1.6. The Diocesan Safeguarding Coordinator must be advised of the breach or alleged breach if the safeguarding policy and its procedures is considered serious so that additional support and direction can be provided. The *Just and Fair Decision-Making Matrix* should be utilised to assist in helping to determine the cause and responsibility. This matrix is available using the [Safeguarding Supporting Documents/ Forms](#).
- 1.7. Any person can notify on a breach or suspicion of a breach applying the Whistleblowers Policy and its guidelines. This can be done using the STOPline number. All whistleblower reporting must be done in accordance with its guidelines.