

May the Sacred Heart of Jesus be Everywhere Loved



MSC AUSTRALIAN PROVINCE SAFEGUARDING POLICY 2021

The Missionaries of the Sacred Heart (MSC) Australian Province is a Religious Institute of the Catholic Church. We are resolutely committed to ensuring all Province members and personnel including employees and volunteers value, nurture and safeguard children and adults-at-risk. The ethos reflects the values/convictions about the compassionate love of God that derive from a Spirituality of the Heart.

The Missionaries of the Sacred Heart Province takes a zero-tolerance approach to the abuse of children and adults-at-risk. Everyone has a right to live their lives free from abuse and neglect. Every member associated with the Province who works with children and adults, has a responsibility to protect their safety and basic human rights.

The MSC recognise that children and adults-at-risk may require protection from abuse or maltreatment in their own home or in other environments including the Church itself. Wherever a child is at risk or concerns are raised about a child, all adults have a duty to act to safeguard that child and promote their welfare. Similarly, church members need to be aware of how to safeguard adults-at-risk by taking measures to protect the health, wellbeing, and human rights of these individuals so that they can live safely and without fear of violence in any form.

This Safeguarding policy complies with the National Catholic Safeguarding Standards (the Standards) which outline the requirements for Catholic entities across Australia to promote the safety of children and adults at risk through implementing policies and activities to prevent, respond to and report concerns regarding abuse and harm¹. This policy is supported and should be read together with the following related documents which provide further detailed information related to safeguarding.

- *MSC Safeguarding Commitment Statement*
- *MSC Code of Conduct*
- *MSC Safeguarding Procedures*
- *The National Response Protocol, Church Authorities in Australia Responding to concerns and allegations of child abuse*

Key Safeguarding Principles

The Missionaries of the Sacred Heart (MSC) is committed to the following key principles:

- Ensuring that safeguarding is embedded in organisational leadership, governance and culture;
- Safeguarding and protection of all children and adults-at-risk is the responsibility of the whole community;
- Safeguarding is best achieved through collaboration and must be built on empowerment by listening to the voices of children and adults who are at risk, and those who have been harmed;

¹ The Standards are based on the Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse but include additional 'core components'.

- Establishing safe, caring communities which provide a compassionate environment where victims of abuse can make a report or disclosure, and where they can find support and a response that demonstrates best practice that contributes to the prevention of abuse;
- Upholding safe recruitment practices so as to reduce the risk of abusive behaviours and practices;
- Responding promptly to concerns/complaints raised by any child, adult or family member, and cooperating with police and any other statutory body with respect to any investigations;
- Seeking to challenge any abuse of power, especially by anyone in a position that engenders respect and responsibility, where they are trusted by others; and
- Offering pastoral care and support, including supervision and referral to the appropriate authorities, to any member of our religious community known to have offended against a child, or adult-at-risk.

Purpose:

The purpose of the policy is to demonstrate the MSC's strong commitment to the safety and wellbeing of children and adults-at-risk. It seeks to ensure that all MSC and associated personnel are aware of their obligations to act ethically towards children and adults-at-risk, and as part of their roles and responsibilities to ensure their safety and protection from harm.

Scope:

This Policy Statement and related procedures apply to all MSC personnel in Australia, Japan and Vietnam including Professed MSC (Priests and Brothers), those students in initial MSC formation, employees, and volunteers who are involved in ministry work and activities which involve direct or indirect contact with children and adults.

While MSC Schools have their own safeguarding operational policies in line with their legislative and accreditation requirements, any Professed MSC involved with these schools is also required to adhere to this policy and related procedures.

While MSC Priests working in Catholic Diocese's across Australia are required to comply with the relevant diocesan Safeguarding policies and procedures during their diocesan appointment, it is also an expectation that they are aware of and compliant with the *MSC Safeguarding Policy* and the *MSC Safeguarding Procedures* document.

For Professed MSC working in other church ministries and institutions to which they have been appointed and those working in overseas countries, outside the Australian Province, it is an expectation that they too are aware of and abide by this policy and its related procedures, while also complying with any safeguarding protocols and procedures for the ministries/institutions they work in, and in their host country.

Responsibilities:

The Provincial Superior of the Australian Province expects all Professed MSC, those students in initial MSC formation, employees and volunteers to know and understand the policy, and to act in accordance with such.

The MSC Provincial Superior (Provincial, and in his absence the Deputy Provincial):

- is responsible and accountable for ensuring that the *MSC Safeguarding Policy* and related procedures are implemented effectively;
- will authorise any internal and/or external workplace investigation that needs to occur following a complaint of abuse;
- will consult with the Professional Standards & Safeguarding Advisory Board in respect of investigation findings, recommendations and any risk assessments concerning victims and Professed MSC against whom allegations have been made; and
- will determine in consultation with the Director Professional Standards & Safeguarding and the Professional Standards & Safeguarding Advisory Board whether a Professed MSC should be designated as 'Restricted'.

First Councillor (Deputy Provincial):

- will oversight any criminal and civil matters brought against the MSC or a member of the Australian Province;
- will oversight all professional standards related matters;
- will oversight reporting to internal authorities and bodies in accordance with *Vos Estis Lux Mundi* when a complaint has been made against a Professed MSC, and to other Church Authorities where the respondent to the complaint resides or ministers;
- is responsible for ensuring that the credentialing and movement of seminarians, and Professed MSC is appropriately managed;
- is responsible for the provision of pastoral support to Professed MSC who have had allegations made against them;
- will oversight the arrival of overseas clergy and religious for work in ministry in the Australian Province to ensure that robust screening prior to arriving in the Province has occurred, and for their induction, professional supervision and ongoing development;
- will oversight risk management plans and related *Personal Safety and Care Plans* for Restricted Brothers or Priests;
- will oversight the Working with Children Check Database for Professed MSC and personnel where required, together with criminal history screening checks for Professed MSC; and
- will oversight both Professed MSC compliance with spiritual direction and ministry/professional supervision in addition to those holding Director positions within the Province (including the Director

Professional Standards & Safeguarding, MSC Education Director, Chevalier Institute Director, St Mary's Towers Retreat Director and Heart of Life Spirituality Director).

The Director Professional Standards & Safeguarding:

- leads the development, implementation and management of the *MSC Safeguarding Policy* and related procedures across the Australian Province;
- reports to the MSC Professional Standards & Safeguarding Advisory Board any safeguarding matters across the Australian Province;
- oversights (with the Deputy Provincial) formation education and training, and induction training to ensure that the *MSC Safeguarding Policy* and related procedures are clearly understood and complied with by Professed MSC including priests from overseas provinces;
- manages complaints in relation to any alleged misconduct by MSC personnel, where concerns relate to inappropriate behaviours towards children and adults, including both historical and current sexual abuse matters;
- manages criminal and civil matters brought against the MSC or a member of the Australian Province;
- as the Provincial's delegate, make reports and referrals to the Police, state Reportable Conduct Schemes (where applicable), statutory child protection departments in each State or Territory (where applicable), and other bodies such as the Australian Catholic Ministry Register (ACMR), as appropriate;
- reports to the relevant Bishop in accordance with *Vos Estis Lux Mundi* when a complaint has been made against a MSC Priest or Brother, and to other Church Authorities where a respondent to the complaint resides or ministers;
- ensures compliance with the *National Protocol for Catholic Church Authorities in Australia Responding to concerns and allegations of child abuse* (referred to as the National Response Protocol);
- ensures that appropriate information, support and care is provided to those who have experienced or are alleging abuse;
- manages risk in relation to Professed MSC facing allegations of misconduct or through the development, implementation and management of *Personal Safety and Care Plans* for Restricted Brothers or Priests;
- as the Provincial's delegate, responds to any National Redress Scheme Requests for Information and as the Contact Person for Direct Personal Responses (DPR's);
- is responsible for ensuring the Province is compliant with the standards and is able to meet safeguarding and professional standards responsibilities towards children and adults-at-risk;
- is responsible for the development and subsequent review/updates of the *MSC Safeguarding Implementation Plan 2021-23*;

- has oversight and management of the Working with Children Check Database for Professed MSC and MSC personnel where required, and oversight of criminal history screening checks for Province members; and
- monitors all Professed MSC in active ministry to ensure compliance with attendance at required Safeguarding and Child Protection training in accordance with the requirements of the relevant Catholic Diocese where they are providing ministry.

The Professional Standards & Safeguarding Advisory Board:

- is delegated authority to oversee and monitor policies, procedures and practices which safeguard children and adults-at-risk engaging with the Missionaries of the Sacred Heart (MSC) across the Australian Province;
- is responsible for ensuring that safeguarding functions are embedded in the governance structures and across all MSC communities, ministries and practices of the Missionaries of the Sacred Heart;
- monitors, tracks progress, and reviews the *Safeguarding Implementation Plan 2021 – 2023* for the Missionaries of the Sacred Heart;
- provides support and advice in relation to complaint handling, including responses to and support for all persons affected by reported/alleged incidents relating to breaches of child safeguarding and adult boundary violation matters;
- supports the MSC Provincial, Deputy Provincial, Provincial Council and the MSC Director Professional Standards & Safeguarding to implement all aspects of the National Catholic Safeguarding Standards; and
- monitors local and national implementation of safeguarding legislation and policy to ensure practice is appropriate, effective and consistently applied across the Australian Province of the Missionaries of the Sacred Heart.

The MSC Business Manager:

- is responsible for verifying that there is good governance in place across all Province entities with respect to safeguarding;
- ensures that the MSC have robust human resource management policies and procedures in place, and is compliant with safe recruitment practices to help reduce the risk of abusive behaviours and practices;
- is responsible for the implementation of recruitment and selection practices which safeguard children and adults including criminal history checks, referee and background checks and assessment of suitability;
- is responsible for ensuring that services to and from third parties have procurement policies in place that ensure the safeguarding of children and adults;

- has oversight of staff induction practices for paid employees and volunteers in Province ministries and/or communities;
- develops and reviews policies and procedures in relation to record keeping and information sharing obligations; and
- has oversight and management of the MSC Policy Review Schedule to ensure commitment to continuous improvement with policies and procedures that support the safety and protection of children and adults.

The MSC Director of Education:

- is responsible for ensuring that any Reportable Conduct matters or historical or current abuse matters arising at any MSC school with respect to the safety of a child is reported to the relevant law enforcement and child protection statutory authority (as applicable), and the Director Professional Standards & Safeguarding in a timely manner. Such matters would include any allegations of abuse in relation to a child attending the school by a school employee, volunteer and/or religious, and any serious allegations of abuse in relation to a student/s by another student/s.
- has oversight and responsibility for ensuring that policies and procedures are in place in all MSC schools, to reduce the risk of harm or abuse;
- is responsible for ensuring that each MSC School has robust risk management strategies in place that focus on preventing, identifying, and mitigating risks to children;
- is responsible for verifying that employees of MSC Schools receive regular and ongoing training in relation to safeguarding;
- is responsible for ensuring that in each MSC school, students are informed about their rights, including safety, information and participation and know who to contact or talk to within their school environment if they feel unsafe; and
- Responsible for verifying that students at an MSC School who wish to make a complaint understand the processes that are in place, and that they are culturally safe, accessible, and easy to understand.

MSC Community Superiors:

- are to be fully conversant with the *MSC Safeguarding Policy* and all related safeguarding procedures;
- must ensure that all their community members have a copy of the policy, know where to locate it on the MSC website and are familiar with it;
- are expected to respond in a compassionate, prompt and just manner to anyone disclosing an allegation of abuse;
- must advise the Provincial and Director Professional Standards & Safeguarding (and/or Diocesan authority where applicable) of any reasonable suspicion or credible risk of abuse that relates to their

Community, comes from the Community, or any of its members and fully comply with any consequent directives given by the Provincial, Deputy Provincial, the Director, Professional Standards & Safeguarding or relevant Diocesan authority;

- have a responsibility to promote the welfare of vulnerable persons in all interactions;
- have a responsibility to support an environment where children and adults-at-risk are safeguarded from abuse or abusive practices through the implementation of preventative measures and strategies;
- must participate in all required training and any educational programs in relation to Safeguarding and Child Protection;
- have a responsibility to be aware of the signs and indicators of abuse and exploitation;
- have a responsibility to support vulnerable persons to report any type of abuse or abusive practice;
- must understand their responsibility to advise the Provincial and the Director, Professional Standards & Safeguarding (and/or Diocesan authority where applicable) of any reasonable suspicion or credible risk or abuse by another MSC or from the community they minister in, and to fully comply with any consequent directives given by the Provincial, Deputy Provincial, his nominated delegate or Diocesan authority;
- are required to commit to engaging in ongoing professional supervision/spiritual direction no less than 6 times per year;
- must undertake safe recruitment and selection practices in relation to any MSC employee, volunteers and third parties working within their community, together with required due diligence checks.
- have oversight for the risk management of any Professed MSC against whom 'sustained' allegations of abuse have been made, under the direction of the MSC Provincial, the Director, Professional Standards & Safeguarding and the Professional Standards & Safeguarding Advisory Board; and
- are responsible for the development and revision of a Risk Management Plan to identify any potential risks within their MSC community with respect to the physical and online/digital environment, the MSC community, and any activities/ministries that take place within the MSC Community.
- are responsible for ensuring that all Professed MSC within their community have signed the MSC Code of Conduct and provide a copy of this signed documentation to the Professional Standards & Safeguarding Office for inclusion on their personnel file.

Professed MSC:

- are required to be fully conversant with the *MSC Safeguarding Policy* and all related safeguarding procedures;
- are expected to respond in a compassionate, prompt and just manner to anyone disclosing an allegation of abuse;

- must understand their responsibility to advise the Provincial and the Director, Professional Standards & Safeguarding (and/or Diocesan authority where applicable) of any reasonable suspicion or credible risk or abuse by another MSC or from the community they minister in, and to fully comply with any consequent directives given by the Provincial, Deputy Provincial, his nominated delegate or Diocesan authority;
- are responsible for creating safe environments in places where they exercise their ministry, for children and adults-at-risk, to protect them from any form of harm or abuse in accordance with the relevant Catholic Diocesan Safeguarding policies and procedures;
- must participate in any required training and educational programs in relation to Safeguarding and Child Protection;
- should be able to demonstrate an understanding of the signs and indicators of abuse and exploitation; and
- must commit to engaging in ongoing professional/ministry supervision and spiritual direction no less than 6 times per year.

MSC Employees & Volunteers:

- should possess an understanding that safeguarding of children and adults is everyone's responsibility and provide input on safeguarding practices;
- must be fully conversant with the *MSC Safeguarding Policy* and all related safeguarding procedures;
- must respond in a compassionate, prompt and just manner to anyone disclosing an allegation of abuse;
- should support an environment where children and adults are safeguarded from abuse or abusive practices through the implementation of preventative measures and strategies;
- must report to the Director Professional Standards & Safeguarding any concerns relating to the suspected abuse of a child or an adult-at-risk observed or that they become aware of during the course of their employment or volunteer related activities;
- must participate in any required training and educational programs in relation to Safeguarding and Child Protection as relevant to the requirements of their role and/or contact with children and adults-at-risk;
- must be able to demonstrate they have undertaken safe recruitment and selection practices, together with required due diligence checks (where applicable to their role/responsibility) in relation to the recruitment and employment of staff, volunteers and/or third parties.

Further Guidance and Relevant Links:

Principles for Child Safe Organisations

The United National Nations Convention on the Rights of the Child

The United Nations Convention on the Rights of Persons with Disabilities

National Catholic Safeguarding Standards (NCSS)

The Code of Canon Law (CIC 1983)

Sacramentorum Sanctitatis Tutela (2010)

Vos Estis Lux Mundi (VELM 2019)

Related Commonwealth, State or Territory Legislation and Standards

Queensland:

Child Protection Act 1999

Child Protection Reform Amendment Act 2017

Working with Children (Risk Management and Screening) Act 2000

Working with Children (Risk Management and Screening) Regulation 2011

Child Protection and Education Legislation (Reporting of Abuse) Amendment Bill 2017

Criminal Code Act 1899

New South Wales:

Children's Guardian Act 2019 (Reportable Conduct)

The Criminal Legislation Amendment (Child Sexual Abuse) Bill 2018

Children and Young Persons (Care and Protection) Act 1998

Child Protection (Working with Children) Act 2012

Crimes Act 1900

Ageing and Disability Commissioner Act 2019

Victoria:

Child Wellbeing and Safety Act 2005

Crimes Act 1958

Crimes Amendment (Grooming) Act 2014

Children, Youth and Families Act 2005

Children Legislation Amendment (Reportable Conduct) Act 2017

Working with Children Act 2005

Australian Capital Territory:

Ombudsman Act 1989 (Reportable Conduct)

Children and Young People Act 2008

Working with Vulnerable People (Background Checking) Act 2011

Criminal Code Act 1995

Crimes (Offences Against Vulnerable People) Legislation Amendment Act 2020

Tasmania:

Children, Young Persons and their Families Act 1997

Registration to Work with Vulnerable People Act 2013

Criminal Code Act 1924

South Australia:

Children and Young People (Safety) Act 2017

Children's Protection Act 1993

Criminal Law Consolidation Act 1935

The Office for the Ageing (Adult Safeguarding) Amendment Act 2018

Northern Territory:

Care and Protection of Children Act 2007

Criminal Code Act 1983

Commonwealth Legislation

National Disability Insurance Scheme Act 2013 and related Rules

Aged Care Quality and Safety Commission Act 2018

Aged Care Act 1997

Related Policies and Procedures

MSC Safeguarding Commitment Statement

MSC Code of Conduct

MSC Safeguarding Procedures

MSC Procedure relating to Restricted MSC

MSC Community Risk Management Plan

The National Response Protocol, Church Authorities in Australia Responding to concerns and allegations of child abuse

Integrity in Ministry (Clergy and Religious)

Integrity in the Service of the Church (Lay Workers)

GLOSSARY

This Glossary has been provided to serve as a reference tool to assist with an understanding of terms used throughout the *MSC Safeguarding Policy* document. Many of the terms have been defined in accordance with those contained in the National Catholic Safeguarding Standards (NCSS).

Abuse:	There are different legal and operational definitions of child abuse in Australia. However, all definitions refer to the physical or psychological damage caused to another person by the abusive behaviour of others, or the failure of others to protect from such damage. Most commonly, the categories of abuse cover sexual, physical and emotional abuse, neglect, and harassment.
Adult-at-risk	Any person aged 18 years or older and who is at increased risk of abuse, such as those who: are elderly; have a disability; suffer from a mental illness; have diminished capacity; have a cognitive impairment; are experiencing transient risks, such as bereavement or relationship breakdown (or other such adversity) and have any other impairment that makes it difficult for them to protect themselves from abuse or exploitation.
Allegation	A complaint, still to be verified, claiming or asserting that someone has committed an act of abuse against another. The term is used interchangeably and in combination with 'complaint'.
Brother	A religious brother is a member of a Catholic religious institute or religious order who commits himself to following Christ in consecrated life of the Church, usually by the vows of poverty, chastity and obedience.
Restricted Priest or Brother	A Professed MSC who has been designated by the Provincial as restricted by virtue of some admission, charge, conviction, investigative process, or other risk management process in respect to children or adults-at-risk, and who is considered in need of supervision or limitation of ministry, and for whom the MSC retains responsibility.
Child	An individual under 18 years of age.
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 and exposure to family violence. The following provides general definitions only. For specific legal definitions related to your State/Territory please go to the Australian Institute of Family Services Website or refer to the relevant State/territory based statutory child protection agency website. • Physical abuse refers to any non-accidental physically aggressive act towards a child. Physical abuse may be intentional or may be the inadvertent result of physical punishment. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking;

	• Sexual abuse refers to the use of power, force or authority to involve a child or young person in any form of unwanted or illegal sexual activity. This can involve touching or no contact at all. This 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 a 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 nurture or emotional availability. Psychologically abusive behaviours include rejecting, ignoring, isolating, terrorising, corrupting, verbal abuse and belittlement; • Exposure to family violence is generally considered to be a form of psychologically abusive behaviour, where a child is present (hearing or seeing) while a parent or sibling is subjected to physical abuse, sexual abuse or psychological maltreatment, or is visually exposed to the damage caused to persons or property by a family member's violent behaviour; • Grooming refers to a pattern of behaviour 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.
Clergy	Ordained clergy in the Roman Catholic Church are either Deacons, Priests or Bishops.
Cognitive Impairment	The condition of a person who has trouble remembering, learning new things, concentrating, or making decisions that affect their everyday life. Cognitive impairment can range from mild to severe.
Conflict of interest	A situation where a conflict arises between a person's official duties and his/her private interests, which could influence the performance of those official duties. Such a conflict generally involves opposing principles or incompatible wishes or needs.
Complainant	Any person who makes a complaint that may include any allegation, suspicion, concern or report of a breach of the entity's code of conduct. It also includes disclosures made to an institution that may be about, or relate to, abuse in the entity's context.
Diminished capacity	If an adult needs to make a decision and is unable to carry out any part of this process (as listed below) they have impaired decision-making capacity. There are three elements to making a decision: - understanding the nature and effect of the decision; freely and voluntarily making a decision; and communicating the decision in some way.
Diocese	An ecclesiastical jurisdiction under the leadership of a Bishop or an Archbishop.

Disability (persons with)	Those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (Article 2, United Nations Convention on the Rights of Persons with Disabilities).
Domestic and Family Violence	Abuse within a relationship or family where one person uses power to control the other person. This could be verbal abuse, emotional/psychological abuse, physical and sexual abuse, financial abuse, social abuse, spiritual/cultural abuse, or technological abuse.
Employee	A paid workplace participant or any other person who is engaged to carry out work at a Province Ministry for financial reward.
Exploitation	The act of selfishly taking advantage of a person or a group of people in order to profit from them or otherwise benefit oneself.
Financial Abuse	Includes theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, possessions or benefits. Indicators could include: a person having no control over his/her personal funds or bank accounts, misappropriation of money, refusal to spend money, insufficient monies to meet normal budget expenses.
Formation/Formation Program	A program preparing individuals for ordination or profession of vows as well as a life-long journey in response to the invitation of Christ to proclaim and live the Gospel message within the life of the Church. There are two types of formation: initial, which is preparatory to the perpetual profession of a Brother, and the ordination of Priests. Ongoing/continuing formation is lifelong following the perpetual profession of Brother and the ordination of Priests.
Harm	Harm may result from action or inaction on the part of an individual or another entity. Harm can be caused by physical, sexual, psychological or emotional abuse, legal or financial abuse, neglect or exploitation. It is immaterial how the harm is caused. It may be caused by a single act, omission or circumstance, or a series or combination of acts, omissions or circumstances.
Institutes of Consecrated life and Societies of Apostolic Life	There are two categories of religious communities where members live the religious life according to the evangelical counsels of poverty, chastity and obedience. In the former, members take vows. In the latter, the members make promises or other forms of commitment.
Lay/lay person	A member of the Catholic Church other than Bishops, Priests, Deacons and Religious.
Member of the Australian Province	An individual who participates in the mission of the Province either as a Professed MSC, a MSC in initial formation studies, a paid employee or a volunteer.
Ministry	Work undertaken by Professed MSC, Sisters and Lay People to provide any form of pastoral assistance to others. Ministry can take many forms such as the provision of liturgical and sacramental services, spiritual guidance, teaching at a school or university, chaplaincy at a prison or hospital, and practical assistance and support. Ministry can also take place in a variety of contexts, both formal and informal, and can comprise both voluntary and paid work, part-time work, or on an occasional basis after retirement from full-time ministry.
MSC Personnel	Professed MSC, students in initial formation, employees, and volunteers in MSC ministries or communities.

Offender	Is a person who had admitted abuse or whose responsibility for abuse has been determined by a court of law (civil or criminal), statutory or church procedure.
Overseas Clergy and Religious	Any cleric or member of a religious institute who is specifically recruited from overseas by a Church Authority or entity.
Professed MSC	Someone who has taken temporary or permanent vows.
Province Members	Refers to all members of the Australian MSC Province, whether in Australia or overseas, and all members of other MSC Provinces who are working, studying or living in Australia, or are visiting Australia.
National Redress Scheme	Provides support to people who have experienced institutional child sexual abuse. The establishment of a National Redress Scheme was recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse.
Personal Safety and Care Plan	A document that outlines how the MSC Province will care for and supervise a 'Restricted' Brother or Priest. The purpose of the plan is to ensure the safety and protection of children and adults at risk, and to care for those Priests and Brothers who are subject to the Plan.
Professional/Pastoral Supervision	A forum for reflection and learning, an interactive dialogue between at least two people, one of whom is professionally trained as a supervisor. The dialogue shapes a process of review, reflection, critique and replenishment for personnel. Supervision is a professional activity in which personnel are engaged regardless of experience or qualification. Supervision assists personnel in their accountabilities for professional standards (including in relation to the maintenance of professional boundaries), defined competencies for their role and understanding of organisational policy and procedures. For clerics and religious, professional supervision assists in the maintenance of boundaries of the pastoral relationship and enhances the quality of their ministry. A cleric's/religious' commitment to conscious and critical reflection on their ministry and ministry experiences is recognised as being important for the wellbeing of the cleric/religious, the people with whom they exercise ministry, the wider Church and the community.
Reportable Conduct	Behaviour that breaches a professional code of conduct or workplace expectation and also involves the following type of conduct: • A sexual offence committed against, with or in the presence of a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded; • Sexual misconduct committed against, with, or in the presence of a child; • Physical violence committed against, with, or in the presence of a child; • Any behaviour that causes significant emotional or psychological harm to a child; and • Significant neglect of a child.
Respondent	An individual who is the subject of a concern or allegation of abuse.
Risk Assessment	The process of gathering and analysing information to identify the probability and/or likelihood that a child or an adult-at-risk might be harmed in the future.

Sacramentorum Sanctitatis tutela	The motu proprio of Benedict XVI which restated the law in norms, both substantive and procedural, to be observed concerning the graver delicts reserved to the Congregation for the Doctrine of the Faith.
Safeguarding	Measures to protect the safety, human rights, and wellbeing of individuals, which allows people (in this context children and adults-at-risk) to live free from abuse, harm and neglect.
Standards	Expectations and behaviours of clergy/religious and lay church workers/volunteers as articulated in the National Committee for Professional Standards publications: <i>"Integrity in Ministry"</i> and <i>"Integrity in the Service of the Church"</i> .
Volunteer	A person who performs a service willingly and without pay; voluntarily offers themselves for a service or undertaking; and is acting in a voluntary basis (irrespective of whether the person receives out-of-pocket expenses or not).
Vos Estis Lux Mundi	Details the reporting obligations of clerics and members of Institutes of Consecrated Life and Societies of Apostolic Life regarding crimes of sexual abuse committed by clerics (including Bishops) and members of Institutes of Consecrated Life and Societies of Apostolic Life, and the concealing of crimes of sexual abuse by Bishops, Archbishops and Major Superiors.
Victim/Survivor	The terms "survivor" or "victim" are often used to refer to someone who has been subjected to childhood abuse (adult or child). It recognises that some people who have been subjected to abuse prefer the term "survivor" due to the resilience conveyed by this word. It also acknowledges that some people do not feel they have "survived" their abuse and prefer the word "victim". Others do not identify as either "victim" or "survivor".
Working with Children Check	A statutory screening requirement for people who work or volunteer in child-related work. There is no single national framework setting out requirements for 'Working with Children' checks. Each State/Territory in Australia has its own name, procedures and differences in scope regarding what this type of check entails.
Working with Vulnerable People Check	Refers to the Working with Vulnerable People (Background Checking) Act 2011 in the Australian Capital Territory and Tasmania which requires those working with children (and other vulnerable groups) to complete a Working with Vulnerable People Check and be registered before they can commence employment.

Approved By:	MSC Provincial Council
	MSC Professional Standards & Safeguarding Advisory Board:
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