**Child Safety Child Friendly Policy Implementation Checklist**

This checklist will assist you in implementing the recommended procedures for a Child Safe Child Friendly Parish. Once completed, please sign and return to the Diocese, PO Box 38 Croydon NSW 2132. Please follow the steps and tick the box next to each step as that section is completed. Please note, ticking the box next to an item is a declaration of your parish having implemented the guidelines and procedures. Do not tick the box next to any item with which you have not as yet been able to comply with, in such instances, please contact anzdiocese@iinet.net.au for advice on the way forward for your parish’s particular circumstances.

|  |  |  |
| --- | --- | --- |
| **Step 1** | Read the **ANZ Diocese Child Safe Child Friendly Policy**  | [ ]  Step 1 Completed |
| Read the **ANZ Diocese Inappropriate Behaviour Policy** |
| Familiarise and identify the legal requirements of your state/territory. |
| **Step 2** | **Part 1 - Child Safe Child Friendly Policy Statement**Develop and implement a Child Safe Child Friendly Policy Statement within your own Parish. Appendix 2 is a template of such a policy which can be download from www.rocor.org.au  | [ ]  Step 2 Completed |
| **Part 2 – Child Safety Contact Person**Appoint Child Safety Contact Persons within your parish and ensure that that they understand their role and responsibility. Appendix 4 states the role description of a Child Safety Contact Person.  |
| **Step 3** | **Part 1 – Compliance**Read the ANZ Diocese Working With Children Policy | [ ]  Step 3 Completed |
| **Part 2 – Working With Children Checks**Identify the persons who require a WWC within your parish. Take a copy of every individual’s WWC card. If an individual does not have a current WWC he/she cannot work in the appointed role within the church until they obtain a clearance. Complete a Working With Children Register downloadable from www.rocor.org.au or contact the Diocesan Office for a template to be emailed. Ensure that all details are recorded correctly on the register and send a copy to the Diocesan Office together with this form. |
| **Step 4** | Develop and implement a **Child Safe Child Friendly Code of Conduct** within your parish. Appendix 3 gives an example of a template for a code of conduct which can be download from www.rocor.org.au A Code of Conduct must be read and signed by all individuals as listed in the ANZ Working With Children Policy. | [ ]  Step 4 Completed |
| **Step 5** | Review your current **Risk Management Plan** and ensure that your assessments include ways in minimising situations where harm to children and young persons may occur. Special activities and high risk events need to be assessed and incorporated into your risk management plan.  | [ ]  Step 5 Completed |
| **Step 6** | Develop and adopt forms of **communicating your Child Safe Child Friendly Parish** in your church. Appendix 11 is an example of a form of communication. | [ ]  Step 6 Completed |
| **Step 7** | Sign the checklist and return with completed documentation to the Diocese, PO Box 38 Croydon NSW 2132. Thank you! | [ ]  Step 7 Completed |

Parish Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Parish Priest or Parish Council Representative)*