



CATHOLIC DIOCESE OF BUNBURY

VISITORS (CLERGY, RELIGIOUS AND LAY PEOPLE) PROCEDURE

Step	Process	Responsible Party	Reference	Checkbox
Complete this Part A if the Visitor is a Lay Guest Speaker or Lay Minister and is NOT Clergy, a Minister (ordained), or Religious. Then move to Part D .				
A. VISITORS WHO ARE LAY PEOPLE				
1.	Parish Priest (assisted by Safeguarding Coordinator) is to determine whether the Visitor is a Lay Minister as defined.	- Safeguarding Coordinator - Parish Priest - Visitor	Chapter 16, <i>Master Safeguarding Policy</i> Chapter 17, <i>Master Safeguarding Policy</i>	☐
2.	The Bishop or delegate (assisted by the Parish Priest) is to determine whether the Visitor is a Lay Guest Speaker as defined.	- Bishop - Parish Priest - Visitor	Chapter 16, <i>Master Safeguarding Policy</i> Chapter 17, <i>Master Safeguarding Policy</i>	☐
3.	If categorisation is unclear, Parish Priest to request assessment by the Vicar General.	- Parish Priest - Visitor - Vicar General	Chapter 16, <i>Master Safeguarding Policy</i> Chapter 17, <i>Master Safeguarding Policy</i>	☐
For Lay Ministers, follow Steps 4 to 11 before moving to Part D .				
4.	Parish Priest to seek permission from Vicar General to have Lay Minister visit the Parish or Diocese.	- Parish Priest - Vicar General - Lay Minister	Chapter 16, <i>Master Safeguarding Policy</i> Chapter 17, <i>Master Safeguarding Policy</i>	☐
5.	Vicar General to determine suitability for Lay Minister to visit and update Safeguarding Coordinator accordingly.	- Vicar General - Lay Minister - Safeguarding Coordinator	Chapter 16, <i>Master Safeguarding Policy</i> Chapter 17, <i>Master Safeguarding Policy</i>	☐
6.	Safeguarding Coordinator must request and ensure that the Lay Minister has undertaken and provides a Working with Children Check (WWCC) Clearance or falls under a valid exemption.	- Safeguarding Coordinator - Lay Minister	Chapter 16, <i>Master Safeguarding Policy</i> Chapter 17, <i>Master Safeguarding Policy</i>	☐
7.	Safeguarding Coordinator to provide the outcome of any WWCC Clearance assessment to the Vicar General to consider when	- Safeguarding Coordinator - Lay Minister - Vicar General	Chapter 16, <i>Master Safeguarding Policy</i> Chapter 17, <i>Master Safeguarding Policy</i>	☐

	providing their permission for the Lay Minister to visit.			
8.	If approved by the Vicar General, Safeguarding Coordinator to email the Parish Priest and Lay Minister confirmation and annex a supporting letter of permission.	- Safeguarding Coordinator - Lay Minister - Parish Priest	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
9.	Office for the Parish Priest to verify the WWCC Clearance and update the Screening and Monitoring Register with the name of the Lay Minister.	- Parish Priest - Lay Minister	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
10.	Relevant Head of Mission is to notify Safeguarding Coordinator of any WWCC Clearances and exceptions for the Lay Minister.	- Relevant Head of Mission - Lay Minister	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
11.	Relevant Head of Mission (or its delegate) or Parish Priest to be present at all occasions where Lay Minister presents in the Parish.	- Relevant Head of Mission (or its delegate) - Parish Priest - Lay Minister	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
For Lay Guest Speakers, follow Steps 12 to 17 , before moving to Part D .				
12.	Parish Priest must seek from the Bishop confirmation that the Lay Guest Speaker is properly categorised as a Lay Guest Speaker in accordance with the <i>Visitors - Guest Presenter and Lay People Chapter</i> .	- Bishop - Parish Priest - Lay Guest Speaker	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
13.	Parish Priest and relevant Head of Mission to assess and determine suitability of Lay Guest Speaker to visit the Parish.	- Parish Priest - Lay Guest Speaker	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
14.	Parish Priest and Relevant Head of Mission to determine whether a WWCC Clearance is required or whether an exception applies.	- Parish Priest - Relevant Head of Mission - Lay Guest Speaker	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐

15.	Office for the Parish Priest to verify the WWCC Clearance and update the Screening and Monitoring Register with the name of the Lay Guest Speaker.	- Parish Priest - Lay Guest Speaker	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
16.	Relevant Head of Mission is to notify Safeguarding Coordinator of any WWCC Clearances and exceptions for the Lay Guest Speaker.	- Relevant Head of Mission - Lay Guest Speaker	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
17.	Relevant Head of Mission (or its delegate) or Parish Priest to be present at all occasions where Lay Guest Speaker presents in the Parish.	- Relevant Head of Mission (or its delegate) - Parish Priest - Lay Guest Speaker	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐

B. VISITORS WHO ARE CLERGY, MINISTERS, OR RELIGIOUS

If the Visitor is Clergy, a Minister, or Religious, who has an ACMR number complete **Part B Steps 18 to Step 21** as required before moving to **Part C**.

If the Visitor is Clergy, a Minister, or Religious, who does **NOT** have an ACMR number, complete **Part B Step 22 to Step 25** before moving to **Part C**.

18.	Safeguarding Coordinator to receive and verify personal declaration of Good Standing from the Visitor on the Personal Declaration Form.	- Safeguarding Coordinator - Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
19.	Safeguarding Coordinator to receive and verify the Visitor's Australian Catholic Ministers Register (ACMR) ID Number .	- Safeguarding Coordinator - Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
20.	Safeguarding Coordinator to receive verify visitors Working with Children Check (WWCC) if from Western Australia, or request verification from originating destination.	- Safeguarding Coordinator - Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
21.	Safeguarding Coordinator to assess the Personal Declaration Form and provide this assessment to the Vicar General.	- Safeguarding Bunbury - Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐

If the Visitor is Clergy, a Minister, or Religious, who does NOT have an ACMR, complete Step 22 to Step 25				
22.	The Visitor's Church Authority to submit to Safeguarding Coordinator and the Vicar General a declaration of Good Standing on behalf of the Visitor.	- Safeguarding Coordinator - Visitor - Church Authority	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
23.	Safeguarding Coordinator to receive and verify personal declaration of Good Standing from the Visitor on the Personal Declaration Form.	- Safeguarding Coordinator - Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	
24.	Safeguarding Coordinator to assess whether a Working with Children Check (WWCC) is required to be held by the Visitor, or whether any exemptions apply.	Safeguarding Coordinator	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	
25.	Safeguarding Coordinator to assess both the Personal Declaration Form and the Church Authority Form and provide this assessment to the Vicar General along with any additional information required.	- Safeguarding Coordinator - Vicar General	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	
C. CATEGORISE THE PURPOSE OF THE VISIT				
Is the Visitor coming from Inter/Intrastate?				
If yes, complete Steps 26 to 30 , otherwise move to Step 31 .				
26.	Visitor to request permission from the Vicar General to visit the Diocese.	- Vicar General - Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
27.	Visitor to provide the details of the proposed visit including dates, duration and purpose of the visit.	- Vicar General - Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
28.	Safeguarding Coordinator to assess documents as per part B and consult with the Vicar General.	- Vicar General - Safeguarding Bunbury	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐

29.	The Vicar General to assess the Visitor's request for permission and, in their absolute discretion, grant the Faculty to the Visitor.	• Vicar General • Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
30.	Vicar General to instruct Visitor with copy of the Faculty for the duration of the visit.	• Vicar General • Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
Is the Visitor providing supply for greater than 1 week? If yes, complete Steps 31 to 33 , otherwise move to Step 34 .				
31.	Permission must be sought from the Vicar General where the Visitor is to provide supply for a period greater than 1 week.	• Vicar General • Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
32.	Parish Priest to provide Safeguarding Coordinator all necessary screening documents for the Visitor, including: a) Curriculum Vitae (CV); b) if visiting from overseas, a Letter of recommendation from the Visitor's Ordinary.	• Parish Priest • Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
33.	Visitor to undertake a Safeguarding Induction with Safeguarding Coordinator at least 1 week prior to the period of supply.	• Safeguarding Coordinator • Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
Is the Visitor coming from Overseas? If yes, complete Steps 34 to 37 , otherwise move to Part D .				
34.	The Visitor's Church Authority to submit to Safeguarding Coordinator and the Vicar General a declaration of Good Standing on behalf of the Visitor.	• Visitor • Safeguarding Coordinator • Vicar General	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy Canon 903	☐
35.	Safeguarding Coordinator to assess whether a Working With Children Check (WWCC) is required to be held by the Visitor, or whether an exemption applies.	• Safeguarding Coordinator • Visitor	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐

36.	Safeguarding Coordinator to assess all documents and consult with Vicar General.	- Safeguarding Coordinator - Vicar General	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
37.	The Diocese to communicate in writing outcome of assessment to Visitor, Visitor's Church Authority, and Parish to be visited.	- Safeguarding Bunbury - Visitor - Visitor Church Authority	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐

D. ONGOING SCREENING & CONTINUOUS IMPROVEMENT

Is the Visitor providing supply for greater than 1 week?

If yes, complete **Steps 31 to 33**, otherwise move to **Step 34**.

38.	Parish Priest (with the assistance of Safeguarding Coordinator) to ensure the Visitor has undertaken necessary screening requirements.	- Parish Priest / Administrator - Safeguarding Coordinator	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
39.	Parish Priest/Safeguarding Coordinator to ensure all approvals are recorded on the Visiting Clergy Register.	- Parish Priest / Administrator - Safeguarding Coordinator	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	
40.	Parish Priest (with the assistance of Safeguarding Coordinator) must review data held in Visiting Clergy Register every 3 months and follow up with respect to any anomalies.	- Parish Priest - Safeguarding Coordinator	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐
41.	Any breaches to process; or recommendations resulting from incorrect procedure found at review are to be assessed by Safeguarding Committee and improvement recommendations to be implemented.	- Parish Priest / Administrator - Safeguarding Coordinator	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy	☐

E. RECORD KEEPING

42.	All relevant documents to be provided to Safeguarding Coordinator for storage and safekeeping according to the Diocese's record keeping procedures.	Safeguarding Coordinator	Chapter 16, Master Safeguarding Policy Chapter 17, Master Safeguarding Policy Chapter 18, Master Safeguarding Policy	☐
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43.	Safeguarding Coordinator and any other relevant entities or said individuals of the Diocese to continue to monitor and assist authorities as required.	Safeguarding Coordinator	Chapter 16, <i>Master Safeguarding Policy</i> Chapter 17, <i>Master Safeguarding Policy</i> Chapter 18, <i>Master Safeguarding Policy</i>	☐
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