



CATHOLIC DIOCESE OF BUNBURY

SAFEGUARDING CONTINUOUS IMPROVEMENT POLICY



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1. PURPOSE

This Policy sets out the general principles and guidelines for monitoring and continuous improvement of safeguarding policies and procedures within the Bunbury Catholic Diocese. It outlines the processes that are in place to identify, analyse and address systemic issues and/or patterns relating to inconsistent practices and/or failures of safeguarding policies, procedures and guidelines and drive continuous improvement towards a stronger safeguarding culture.

This Policy covers all policies, procedures and guidelines produced and published by the Bunbury Catholic Diocese.

2. SCOPE

This Policy applies to all parishes and agencies within the Bunbury Catholic Diocese, including third-party users, and will include processes related to:

- Scheduled Document review;
- Internal Self-Assessment reviews;
- External Self-Assessment and audits.

3. ROLES AND RESPONSIBILITIES

Safeguarding Coordinator

The Safeguarding Coordinator will:

- Review the Safeguarding Risk Register and update it at least annually;
- Request and Review the Self-Assessment reviews annually;
- Review all policies, procedures and guidelines as per review schedule, but no less than every third year;
- Submit reviewed policies, procedures and guidelines to Safeguarding Committee for endorsement; and approval by the Bishop;
- Support external self-assessment reviews and audits as required, anticipated every third year with validated findings from the Australian Catholic Safeguarding Ltd being made publicly available.

Safeguarding Committee

The Safeguarding Committee will:

- Review and endorse the Safeguarding Risk Register at least annually;
- Review and endorse policies, procedures and guidelines as per review schedule, but no less than every third year.
- Review the Safeguarding Complaints Register (redacted to remove identifying information and retain privacy) at least annually;

‘Workers’ as defined by Safeguarding Master Policy

Workers as defined will:

Be expected to report any breaches of Safeguarding process to their immediate supervisor or to the Safeguarding Coordinator.

4. CONTINUOUS IMPROVEMENT FRAMEWORK

The general process for continuous improvement is shown in Figure 1 below, and comprises the following stages:

Monitoring and Review

This includes:

- Tracking the level of implementation of policies, procedures and guidelines;
- Evaluating performance and identifying trends through analysis of the Safeguarding SAAT's, Safeguarding risk register and safeguarding complaints register;
- Monitor any new activities/events that may have been introduced;
- Document learnings and reflecting on the at Safeguarding Committee meetings

Identifying Need

This means:

- Defining what needs to be done to achieve the required outcome;
- Demonstrating how the corrective action will adequately manage the risks identified.

Scoping

To achieve the required outcome, it will be necessary to:

- Determine the scope of the action required;
- Determine who will be affected;
- Define how to ascertain whether the action has been effective.

Developing Solutions

This may involve:

- Working with all involved parties within an activity;
- Proposing several options to resolve the issue;
- Collecting feedback on the issue and the proposed solutions;
- Choosing and finalising the most suitable option.

Training and Support

To ensure that the proposed solutions have the best chance of success, it will be necessary to:

- Provide information and training on the proposed solution;
- Provide opportunities to develop new skills as required;
- Provide the required resources.

5. METHODS FOR COLLECTING INFORMATION AND FEEDBACK

Clear systems for gathering feedback and information are needed to ensure responses are transparent, practical and support effective evaluation.

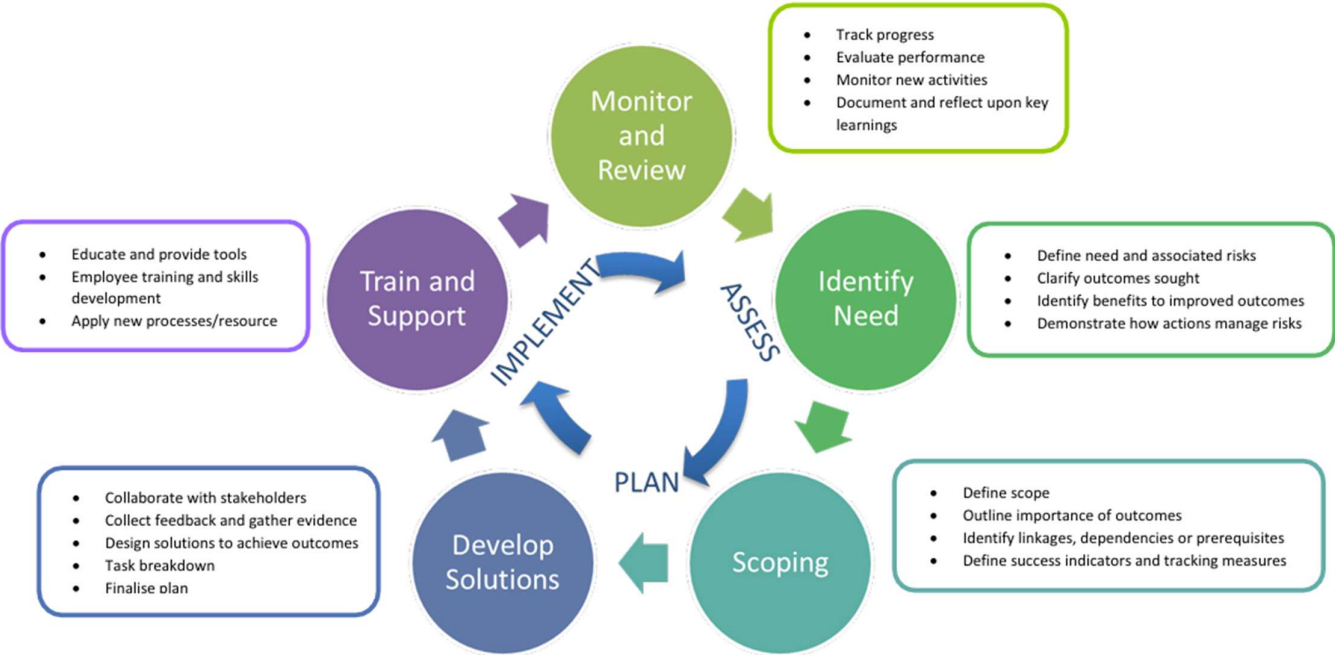
This section outlines the main methods for collecting feedback, suggestions and key information.

- SAAT Review and analysis – SAAT Form and SAAT Report
- Direct unsolicited feedback - Diocese Safeguarding Feedback Form (hard copy, QR code or internet lodgment)
- Complaint Investigation Reviews – Complaint Register Review
- Post activity/event reviews – Safeguarding Risk Register Review

6. RELATED DOCUMENTS

Safeguarding Risk Register
Safeguarding Complaints Register
Safeguarding Committee Minutes
Master Safeguarding Policy
Complaints Management Policy
Completing Risk Assessments – Procedure
SAAT Diocese Analytics Spreadsheet
National Catholic Safeguarding Standards (Edition 2)

Figure 1: Safeguarding Continuous Improvement Framework



Reference source: Australian Catholic Bishops Conference Safeguarding Continuous Improvement Procedures SG-PRO-004