

<b>Document:</b>	<b>Safeguarding Policy</b>
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<b>Area(s):</b>	<b>ISMAPNG and Corporate Entities</b>
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## **Commitment to Safeguarding Children & Vulnerable People**

The Institute is committed to creating and maintaining an environment that is safe, supportive, caring and nurturing for all children and vulnerable people. We commit ourselves to safeguarding children and vulnerable people from all abuse and neglect. In keeping with our Constitutions, and Church protocols such as Integrity in Ministry, Towards Healing, Integrity in the Service of the Church and Protocol for Right Relationships in Ministry, we strive to maintain the safety of all children and vulnerable people with whom we come into contact.

More specifically, we are committed to safeguarding the children and vulnerable people in our ministry organisations and in those places where we work, volunteer or journey with people in our mission of mercy.

Supporting this policy are numerous expressions of our safeguarding commitment:

- A Code of Conduct which is required to be signed by every sister, staff member, volunteer and long term contractor
- A Safeguarding Training procedure to outline training responsibilities for all those within the scope of this Policy
- Protected Disclosure procedures
- Guidelines, risk assessments and checklists applying to different activities

These are all listed in the Schedule to this Policy.

## **Responsibilities and Obligations**

We have an obligation to take reasonable care for our own safety and the safety of children and vulnerable people with whom we come into contact. Our safeguarding responsibility is a shared one at all levels of the organisation.

These obligations will arise from the specific role and responsibilities of the person and may include (but are not limited to) the following:

- providing adequate supervision
- following procedures relating to child and vulnerable person's safety, welfare and well-being (for example, reporting procedures)
- demonstrating personal behaviours that promote the safety, welfare and well-being of children and vulnerable persons as outlined in the Code of Conduct
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a child or vulnerable person who is injured or becomes sick
- protecting a child or vulnerable person from known hazards that pose a risk of harm and which can be reasonably predicted
- taking appropriate action where a child or a vulnerable person's safety, welfare or well-being is at risk.

Our duty of care to children and to vulnerable people applies during all activities and functions conducted or arranged by ISMAPNG where children or vulnerable persons are in our care.

Actual harm to a child or a vulnerable person, or potential to cause significant harm to a child or a vulnerable person, caused by:

- (a) a single serious failure to exercise appropriate duty of care; or
- (b) repeated less serious failures to exercise appropriate duty of care,

may constitute misconduct, neglect or negligence and/or a breach of this policy.

## Scope

This policy applies to all sisters, staff, volunteers and long term contractors of ISMAPNG and its Corporate Entities.

## Definitions

**"Child"** means any person under the age of 18 years

**"Corporate Entities"** means Institute Property Association Limited, McAuley Property Limited, Mercy Sisters Ltd and The Sisters of Mercy of Papua New Guinea Inc.

**ISMAPNG** means Institute of Sisters of Mercy of Australia and Papua New Guinea, a religious institute of pontifical right and a public juridic person within the Catholic Church.

“**Vulnerable person**” refers to any person aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

## Schedule

[related documents, procedures etc]

## Version Control

<u>Version Control</u>			
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