

<p><b>Introduction</b></p>	<p>Kildare Ministries is deeply committed to the safety, wellbeing, and dignity of all people, especially children, young people, and adults at risk. We affirm their right to protection from all forms of abuse and harm.</p> <p>Kildare Ministries includes ten schools and three community works, and in partnership with their respective governance bodies, fosters safe, nurturing, inclusive environments that reflect our Gospel values and Catholic identity.</p> <p>We adopt and implement the National Catholic Safeguarding Standards (NCSS) and comply with relevant State and Federal legislation to maintain our responsibilities as a child safe and safeguarding organisation.</p>
<p><b>Purpose</b></p>	<p>This policy:</p> <ul style="list-style-type: none"> <li>• Articulates our commitment to safeguarding children, young people, and adults at risk</li> <li>• Provides a framework for embedding safeguarding practices across all ministries</li> <li>• Promotes a safeguarding culture grounded in human dignity, accountability, and transparency</li> <li>• Ensures compliance with relevant legal obligations and Church expectations.</li> </ul>
<p><b>Scope</b></p>	<p>This policy applies to all individuals acting under the auspices of Kildare Ministries, regardless of whether or not they work in direct contact with children, young people and adults at risk, including:</p> <ul style="list-style-type: none"> <li>• Trustees of Kildare Ministries</li> <li>• Members of Committees of the Trustees of Kildare Ministries</li> <li>• Board Directors</li> <li>• Ministry Leaders (Principals, Community Work Leaders)</li> <li>• Mission and Ministry Team (employees, volunteers and contractors).</li> </ul> <p>Each Kildare Ministries governing board, school and community work retains its own safeguarding policy, code of conduct and practices aligned with this overarching policy, regulatory requirements, and sector-specific obligations.</p>
<p><b>Policy</b></p>	<p>Kildare Ministries does not tolerate any form of abuse and is committed to:</p> <ul style="list-style-type: none"> <li>• Embedding safeguarding of children and adults at all levels of governance and operations.</li> <li>• Creating culturally safe environments that are inclusive and empowering; paying particular attention to those who may be especially vulnerable, including:             <ul style="list-style-type: none"> <li>- Aboriginal and Torres Strait Islander children and families;</li> <li>- Children and adults with disability;</li> </ul> </li> </ul>

- Those from culturally and linguistically diverse backgrounds;
- People of diverse gender identities or sexual orientation.

- Listening to and responding appropriately to concerns, disclosures, and allegations.

### **Recruitment and Screening**

Kildare Ministries will:

- Undertake robust pre-employment recruitment practices, implementing effective screening and interviewing tools to assist in the recruitment of suitable employees, volunteers, and contractors to minimise the risk of inappropriate people being engaged;
- Include a statement of commitment to safeguarding in all job advertisements;
- Include safeguarding questions in interviews and referee checks;
- Undertake detailed verbal reference checks with relevant past employers by telephone focusing on the suitability of the candidate to work with children, young people, and adults at risk; and
- Comply with all relevant regulatory and legal requirements when recruiting to ensure as far as possible that children, young people, and adults at risk are not placed at risk of harm.

### **Education and Training**

All staff, volunteers, and contractors will be supported and required to:

- Undertake safeguarding training annually
- Be familiar with indicators of abuse and how to respond
- Understand the role they play in maintaining safe environments
- Build inclusive and culturally safe practices for all children and adults at risk.

### **Reporting Obligations**

Any person who has formed a reasonable belief that a child or vulnerable adult is at risk must report this to:

- The local ministry's Safeguarding Officer or Principal/Leader
- The Chair of the Kildare Ministries Safeguarding Committee and/or Executive Director via [admin@kildareministries.org.au](mailto:admin@kildareministries.org.au)
- The relevant external authority in accordance with mandatory reporting laws.

### **Historical complaints**

Complaints relating to events prior to the launch of Kildare Ministries in 2014 (or 2017 for ministries in the Presentation Tradition) should be directed as follows:

Allegations prior to 2014 for Kildare Ministries schools in the Brigidine Tradition should be made to the Brigidine Southern Cross Community Leadership Team:

[safeguarding@brigidine.org.au](mailto:safeguarding@brigidine.org.au)

Ph: (03) 9509 2132

	<p>Allegations prior to 2017 for Kildare Ministries schools and community works in the Presentation Tradition should be made to the Congregational Leader for the Presentation Sisters:</p> <p><a href="mailto:admin@presvic.org.au">admin@presvic.org.au</a> Ph: (03) 9534 7044</p> <p>Kildare Ministries supports and protects individuals who, in good faith, report concerns.</p>
<p><b>Responsibilities</b></p>	<p><b>Trustees of Kildare Ministries (TKM)</b></p> <ul style="list-style-type: none"> <li>• Endorse the Safeguarding Policy and ensure a safeguarding culture across the ministries.</li> <li>• Understand, sign, and comply with the Kildare Ministries Safeguarding Code of Conduct; report concerns; complete training relevant to their role.</li> </ul> <p><b>Members of Committees of the Trustees of Kildare Ministries</b></p> <ul style="list-style-type: none"> <li>• Understand, sign, and comply with the Kildare Ministries Safeguarding Code of Conduct; report concerns.</li> </ul> <p><b>Executive Director</b></p> <ul style="list-style-type: none"> <li>• Oversees implementation of the policy and ensures resourcing and compliance.</li> <li>• Understand, sign, and comply with the Kildare Ministries Safeguarding Code of Conduct; report concerns; complete training relevant to their role.</li> </ul> <p><b>Mission and Ministry Team</b></p> <ul style="list-style-type: none"> <li>• Understand, sign, and comply with the Kildare Ministries Safeguarding Code of Conduct; report concerns; complete training relevant to their role.</li> </ul> <p><b>Board Directors</b></p> <ul style="list-style-type: none"> <li>• Monitor and ensure safeguarding culture, procedures and practices are compliant at the local level.</li> <li>• Understand, sign, and comply with the Kildare Ministries Safeguarding Code of Conduct; report concerns; complete training relevant to their role.</li> </ul> <p><b>Ministry Leaders (Principals/CEOs)</b></p> <ul style="list-style-type: none"> <li>• Embed safeguarding culture and procedures in day-to-day operations; ensure training and compliance at the local level.</li> <li>• Understand, sign, and comply with their local Safeguarding Code of Conduct; report concerns; complete training relevant to their role.</li> </ul>
<p><b>Breaches of this Policy</b></p>	<p>A breach of this policy may result in disciplinary action, including termination of employment or engagement. Alleged criminal behaviour will be referred to statutory authorities.</p>

<b>Related policies and procedures</b>	TKM Safeguarding Commitment Statement TKM Governance Policy: Safeguarding TKM Safeguarding Code of Conduct TKM Governance Charter - Incidents Escalation Framework
<b>Definitions</b>	<p><b>Abuse:</b> Includes physical violence, sexual abuse, emotional abuse, grooming, serious neglect, and ill-treatment.</p> <p><b>Adult at Risk:</b> An individual aged 18 or over who may be unable to protect themselves from abuse due to age, disability, illness, or other reasons.</p> <p><b>Child:</b> A person under the age of 18.</p> <p><b>Grooming:</b> Actions deliberately undertaken to form a relationship with a child to facilitate later sexual activity.</p> <p><b>Neglect:</b> The failure to provide a child with necessary care, including food, shelter, education, supervision, and medical care.</p> <p><b>Sexual Misconduct:</b> Inappropriate sexual behaviour including unwanted touching, comments, gestures, or any sexual conduct directed at a child.</p> <p><b>Culturally Safe Environment:</b> An environment where individuals feel respected for their cultural identity and experience inclusion and understanding.</p>

<b>Policy</b>	Kildare Ministries Safeguarding Policy
<b>Date of Approval</b>	November 2025
<b>Date for Review</b>	November 2027
<b>Policy Officer</b>	Executive Director