

PRESENTATION SISTERS LISMORE NSW

CHILD AND ADULTS AT RISK

SAFEGUARDING COMMITMENT STATEMENT

***Presentation Sisters Lismore commit to do “Whatever we can to heal the wounds of abuse and to make the Church a safe place for all”.
(CRA and ACBC’s response to the Royal Commission)***

Presentation Sisters Lismore, in the spirit of Nano Nagle, respect and uphold the human rights and dignity of all people. Presentation Sisters Lismore are committed to the safety, well-being and protection from harm of all people, particularly children, young people and adults at risk. Presentation Sisters Lismore actively promote zero tolerance of abuse in all its forms, through its safeguarding policies and procedures and will continue to build this culture into the future.

*Congregational Leader
Safeguarding Co-ordinator*

Revised October 2023

PRESENTATION SISTERS, LISMORE



CODE OF CONDUCT

All employees, volunteers, contractors and members of the Lismore Congregation of Presentation Sisters are required to follow this Code of Conduct and any other Code of Conduct applicable to their particular profession.

All personnel will:

- Carry out reasonable directions given by management and follow policies and procedures at all times.
- Use and maintain the property and resources of the Congregation responsibly and be accountable for their use.
- Work collaboratively with others in an appropriate and professional manner avoiding all behaviour that is discriminatory, harassing or bullying.
- Access or disclose internal documents only when legitimately required in the course of professional duties or required by law.
- Abide by the Congregation's Privacy policy and confidentiality requirements both during employment and after employment has ceased.
- Respect the dignity and rights of all people with whom contact is made.
- Respect professional boundaries.
- Be fair, considerate with others and honest.
- Perform any duties associated with your position diligently, impartially, conscientiously and to the best of your ability.
- Establish and maintain a safe environment in the course of their work.
- Treat children, young people and adults at risk with respect and value their ideas and opinions.
- Contact the police if a child or adult at risk is at immediate risk of abuse.
- Refrain from unnecessary physical contact with children, young people and adults at risk.
- Always use appropriate language with young people and adults at risk.
- Have parental consent if minding a child/children alone.

- Do not photograph, video, share or store images of children under 18 without the consent of their parents.
- Online contact with children and adults at risk should always be through appropriate communication channels.
- Sisters, Staff and volunteers have a responsibility to behave with integrity and impartiality in relation to gifts, benefits and hospitality.
- Refrain from the consumption of alcohol or illicit drugs prior to commencement of duty, whilst on duty or on work premises (without the express permission of management).
- Take care with the consumption of prescription drugs before and during duty to ensure that safety is not adversely affected.
- Immediately report any suspected cases of improper conduct.

Where breaches of the Code are reported and proven on the balance of probabilities, appropriate remedial action will be taken. In the case of unintentional and less serious breaches this may involve counselling, retraining or other disciplinary action. In more serious cases, termination and reporting to the relevant external agency, including police when necessary, may apply.

Revised October 2023

Declaration

I, _____ agree that I have read and understand the Code of Conduct as outlined above and agree to adhere to it.

Signature:

Date:

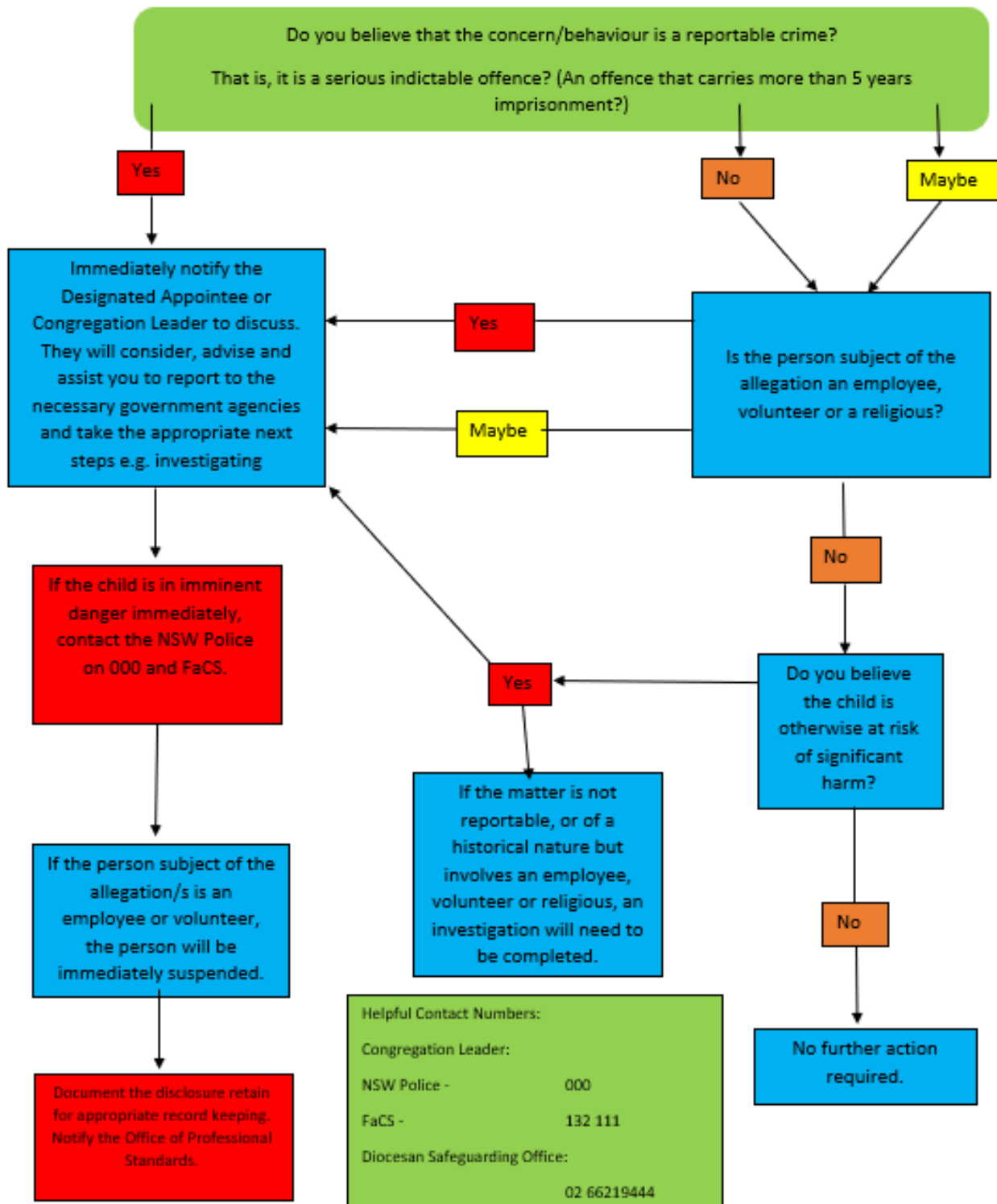
Congregational Leader:
(Revised October 2023)

Presentation Sisters Lismore

Responding and Reporting to Child Protection Concerns

2nd November 2023 Update

If you receive a disclosure of past or present abuse, witness a behaviour of serious concern towards a child or suspect that any person has acted in a manner that is inappropriate or unsafe in relation to a child you should:



PRESENTATION SISTERS, LISMORE



Report of Allegations of Abuse Disclosed to a Sister, Employee or Volunteer

Date of the Incident or complaint: _____

How was the information received?

- Phone/mobile
- Letter
- Email
- In person

Details of the person making the disclosure or raising a concern:

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Relationship to the child/young person or alleged victim _____

Signature: _____

Details of the young person/alleged victim:

Name: _____ Date of Birth _____

Address: _____

Telephone Numbers: _____

Special Needs: _____

Parent Details: _____

Details of person subject of the concern/allegation/complaint:

Name: _____

Address: _____

Tel Numbers: _____

Email: _____

Relationship to child/victim: _____

Address at time of incident: _____

Details of concern/allegation/complaint:

Date/s: _____

Time/s: _____

Location/s: _____

Witness/es: _____

Details of complaint: _____

Action taken: _____

Report made by:
Name _____
Signature _____
Date _____

Revised October 2023