

**The Partnered Catholic Parishes of:
Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas the Apostle Greensborough North**



2025 Safeguarding Committee Annual Report (17 December 2025)

Members:

Fr. Steven Rigo
Jacinta Bright
Helen Anderson

Fr. Zaher Al Mhanna
Moirra Willits
Ray Belli

Sandy Starbuck
Lisa Leahy

Sr. Margaret Sapsford
Elizabeth Sandy

Vale Margaret Mary Farrell 28/09/1951 – 12/05/2025

It is with much sadness that we, as the Partnered Parishes' Safeguarding Committee, mourn the loss of one of our dearly loved and respected members, Margaret Farrell, (Marg), who was held in high esteem by each of us. She so confidently, but gently represented the community of Sacred Heart Diamond Creek on our Safeguarding Committee. Marg was passionate about the need to ensure all in her community were aware of, and shared her commitment to the importance of ensuring that the children, the young, the vulnerable and all within Sacred Heart Parish were safe. She contributed so much to our committee and did so in such a beautiful, caring way. Always respectful of the opinions of others, always ready to offer her thoughts gently, but with confidence and knowledge of what is right. Importantly, she always followed through with what needed to be done. As a committee, we thank Marg posthumously, and we trust she knew how much we appreciated her for the person she was and for her generous and professional contributions to discussions and decisions, and for her beautiful friendship. Rest peacefully Marg. We shall always remember you with love and appreciation. To Bernie and family, we extend our sincere condolences

Achievements:

- Adopted the following revised Archdiocese Policies:
 - Record Keeping Policy
 - Anti-Discrimination Policy
- Revised Risk Assessment Form
- Conducted an Audit of membership of all Parish ministry Groups. Updated PACEM accordingly
- Added to the Audit Tool an opportunity for ministry Group leaders to provide feedback to the Safeguarding Committee
- Developed an "Expectations of all Parish Volunteers" document (Role Description)
- Developed a Volunteer Registration Form
- Implemented a QR Code for attendance registration for parish meetings/activities
- Provided written information around safeguarding which was added to Parish Bulletins on Volunteer Sunday
- Commitment Statement was presented at Mases and has been signed by Fr. Steve
- Rolled out to ministry Leaders the following Forms
 - Guidance for Compliance
 - Volunteer Registration Form
 - Expectations for all Volunteers (Role Description)
 - Specific Role Description for some ministries
- Responded to two Reports of safety concerns and provided support and guidance to involved personnel. One issue was escalated to the Archdiocese Safeguarding Unit

- Continued to review compliance of volunteers and proactively contacted those who were required to update compliance expectations. As at 17/12/2025, only 8 volunteers across the 3 Parishes are not fully compliant
- Reviewed and responded to all 2024 Risk Assessments received (46 in total), offering feedback to assist with risk considerations and further risk control implementation
- Commenced reviewing and responding to 2025 Risk Assessments
- Reviewed and updated resources on the 3 Parish websites
- Assisted some ministries one on one to complete Risk Assessments
- Provided an evening session to assist volunteers to review and update Risk Assessments
- Conducted 2 sessions for parishioners as to how to use a defibrillator and provided basic knowledge around First Aid procedures. Facilitated by Dr. Mark Beeby
- Communicated with Sporting Groups operating under the name of St. Mary's, St. Thomas' and Sacred Heart; whilst recognising our valued historical connection, the purpose was to clearly articulate the sporting Groups' legal responsibilities around safeguarding
- Developed a simple, clear notice around, "If you see something that doesn't feel right, Say something", that includes reporting contact details, which is included in each Parish's weekly Bulletins
- Developed a feedback Form in relation to safety matters/issues. A link to the Form is on Parish Bulletin
- Developed a protocol in managing non-compliance
- Ensured all ministry Groups had a leader/contact person. Updated Group email
- Reviewed and refined resources and policies on Parish Websites
- Reviewed and updated records on SharePoint
- Sourced suitable books for the Parish Library for children with messages around safety
- Contacted the Minister of Justice to request ways to address concerns with failures in the Dept of Justice
- Made contact with the Director of WWCC to address confusion with applications
- Consulted with and provided feedback to Archdiocese IT department re development of systems
- Reflected on and documented what is being provided to support the vulnerable (St. Mary's). Goal is to replicate this process in the other two Parishes with the purpose being to evaluate what more is needed in this area of safeguarding
- Participated in the Archdiocese ACSL audit of randomly selected Parishes (St. Mary's). Provided a comprehensive report (Self-Assessment Tool) and shared with the review panel SharePoint that holds all the Safeguarding Committee's documents, Agendas, Minutes, Correspondence etc.,
- Participated in interviews with ACSL auditors

Goals 2026

- Promote and monitor compliance around Police Checks for the following ministries – PPC members, Finance Team members, RCIA Team leader, Catechist Team leader, Funeral Ministry Leader, Alpha Team Leaders, Baptism Team Leader, Ministry to the Sick Team members, Counting Team Members and Safeguarding Committee members, LAMP Facilitators.
- Further implement Record Keeping Policy and Antidiscrimination Policy strategies and practices
- Investigate a process/space where all ministries' Agendas, Minutes, Attendance Lists etc can be securely stored on Parish devices

- Promote the Reporting Procedure by posters etc through visible exposure in Parish facilities
- Create and display visual posters that portray safety messages
- Publish safe and respectful relationship material in Parish Bulletins
- Ascertain cultural diversity of the Partnered Parishes' communities and explore specific needs around safeguarding
- Proactively reach out to children, ensuring that they understand their rights and how they can seek support
- Work with children to formulate a, "Code of Conduct for Children"
- Develop a survey (Catechist children, School children, Parents) to ascertain understandings and needs around safeguarding
- Develop a handout containing information and contact details of Independent Advocacy Groups
- Communicate with the PPPC and discuss how we, as the Safeguarding committee, can work with/support their goals to progress safe and productive participation in the Partnered Parishes
- Investigate on-line platforms used within the Parish and focus on e-safety
- Investigate a "locked system" on SharePoint for confidential reports
- Provide opportunities to celebrate the cultural diversities within the Parishes
- Initiate and conduct information sessions on various forms of abuse, identifying risk factors for and indicators of abuse and tools and support to respond where necessary
- Complete the 2026 Self-Assessment Tool