



CATHOLIC ARCHDIOCESE
OF MELBOURNE

Child safety obligations for contractors

THIS DOCUMENT RELATES TO THE FOLLOWING CAPABILITY AREA

4 Systems, policies and procedures



The Safeguarding and Wellbeing of Children and Young People Policy (**SWCYP Policy**) defines Church personnel to include contractors.

Across the Archdiocese, contractors may be engaged to provide specific goods and services on a **regular** basis such as a caterer who is scheduled for quarterly functions or an ongoing contracted cleaner. Contractors may also be engaged on a **one-off** situation such as a presenter from a religious order facilitating a youth retreat on behalf of the parish, or a children's entertainer performing at a fete.

Either way, contractors play an important role in the everyday operation of parishes, agencies and entities and as such, it is important to examine the role of contractors who are engaged with parishes, agencies or entities, to ensure that all reasonable steps are taken to safeguard children and young people from harm.

Contractor

A person or organisation other than an employee that undertakes a contract to provide materials and/or to perform a service (e.g. caterer, electrician, bookkeeper, guest speaker/facilitator, ride managers at fetes, petting zoo operator, children's entertainer).

Compliance requirements in relation to the Safeguarding Children and Young People (SCYP) Framework will vary depending on:

- the nature and duration of the engagement with the contractor (e.g. emergency situation);
- the likelihood of contact with children and young people;
- access to family files and/or financial records.

The following table sets out the requirements for compliance with the SCYP Framework for contractors.

Table 1. Contractor compliance requirements with the SCYP Framework

Item	Nature of contractor engagement	Safeguarding requirements	Example
Emergency situations			
1.	Contractor called in an emergency situation where there are no children and young people present.	The contractor is not required to read and comply with the SWCYP Policy, because it is an emergency situation, one-off visit and there are no children or young people present.	Plumber attends the presbytery to fix a burst pipe. The plumber will be onsite for a few hours in the presbytery, with no contact with children or young people.
2.	Contractor called in for an emergency situation with likely contact with children and young people.	As this situation is an emergency situation, the contractor is not required to comply with the expectations set out in the SCYP Framework. However, because children are present, supervision by a member of clergy or an employee will need to be provided at all times to ensure the safety of the children and young people.	Electrician attends the presbytery to fix a lighting problem while the children are engaged in sacramental preparation in the front room of the presbytery. The electrician will be onsite for 1 hour.

Item	Nature of contractor engagement	Safeguarding requirements	Example
Contractors engaged on a “one-off” basis			
3.	Contractor is booked to provide goods or services on a “one-off” basis involving likely contact with children and young people.	The contractor (and their employees) must: ▪ have a current Working With Children (WWC) check from their relevant state and/or territory ▪ be provided with a copy of the SWCYP Policy and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards ▪ be briefed about child safety onsite. <u>In instances where a contractor is sharing material/content with children and young people e.g. guest speakers or presenters, the parish should review relevant material that will be presented to young people prior to the event.</u>	• A food van contractor has been organised to attend and provide food during the parish fete. The contractor will be onsite all day. • A parish is organising a Trivia Night fundraiser which will be hosted by an external contractor. Children and young people will be in attendance with their families.

Item	Nature of contractor engagement	Safeguarding requirements	Example
Contractors engaged on an ongoing basis All contractors (and their employees) who are engaged on an ongoing basis are required to be familiar with the SCYP Framework and provided with a copy of the SWCYP Policy. The contractor will also be required to have a valid and current WWC check, sign the SCYP Code of Conduct, complete training and be briefed about child safety on-site. These requirements would be documented in the contractor agreement that the parish should have in place. Depending on the nature of their involvement with children and young people, the parish may wish to have their WWC checks linked to the parish. However, in general this would not be necessary and their details would be linked to their organisation. It is recommended that contractors sign in/out of the premises, and also have their WWC check card on them at all times so that it can be sighted.			
4.	Contractor engaged on an ongoing basis with no contact with children and young people.	As per advice above	Cleaning contractor attends in the evenings to clean the parish hall.
5.	Contractor engaged on an ongoing basis with no likely physical contact with children and young people but with access to family files and/or financial records.	In addition to the advice above, these contractors will also need to be briefed about privacy and confidentiality of files and records to ensure child safety.	EFG Administration Services has been contracted to provide filing and administration support on a weekly basis.

			Parish engages a contractor to manage their website and social media pages.
6.	Contractor engaged on an ongoing basis with likely contact with children or young people.	As per advice above In instances where a contractor is sharing material/content with children and young people e.g. guest speakers or presenters, the parish should review relevant material that will be presented to young people prior to the event.	- A construction company is undertaking renovations over a three-month period on a parish building located next to the parish school. - A guest speaker is engaged to attend retreats during each school holiday period.

NB: In some circumstances, further safeguarding requirements may be requested by the Safeguarding Unit depending on the duration and nature of the contractor's engagement.

Implementation hints

To promote child safety within the parish, agency or entity, it is helpful to plan ahead. Some suggested recommendations include:

- Develop a list of contractors (e.g. electricians, plumbers, cleaners) who can be engaged to undertake work within the parish, agency or entity.
- Make contact with preferred contractors – to provide them with an overview of child safety requirements and role boundary expectations.
- Check with the contractor how they incorporate child safety considerations and expectations in their policies and practices. For example, checking the contractor's safeguarding policy and sharing risk assessment documentation prepared for events.
- Ensure that all contractors are vetted and gather relevant child safety information in accordance with Table.1 in this document e.g. Working with Children checks – this can be helpful in streamlining the process when a contractor is required.
- Review any materials that contractors may be sharing with participants or communicating to them e.g. a guest speaker is engaged to present to children or young people and their material is reviewed in advance.
- Communicate to participants (especially children and their families) information/content that will be provided by contractors. This could be through written communication shared via notices, newsletters, permission forms etc.
- Ensure there are appropriate sign in/out procedures for contractors and appropriate supervision when in attendance.

The [TEMPLATE: Contractor Register](#) is a helpful tool for recording relevant information in relation to compliance with child safety requirements.

NEXT STEPS

Parishes will need to put an agreement in place for contractors which outline amongst other things, safeguarding expectations. The Archdiocesan Property and Infrastructure team can assist you with these documents. Resources can be accessed via the Parish Administration Handbook (PAH) – Property and Infrastructure (PAH-Property & Infrastructure) SharePoint site.

Please do not hesitate to contact the Catholic Archdiocese of Melbourne's Safeguarding Unit for support and advice in relation to the application of the SCYP Framework for contractors working in parishes, agencies and entities.