



CATHOLIC DIOCESE OF BROKEN BAY

SACRAMENTAL PROGRAMS DELIVERED IN PRIVATE RESIDENCE POLICY

CONTENT

This document contains the Diocese of Broken Bay (**Diocese**) Policy on the delivery of Sacramental Programs from a private residence.

APPLICATION & SCOPE

This Policy applies to clergy, employees, contractors, volunteers, work experience students and trainees (**Workers**) of the Diocese including those working in or visiting its Parishes. Where an Agency within the Diocese (such as the Catholic Schools Broken Bay or CatholicCare) has its own policy, the relevant Agency policy will apply to Agency Workers.

PURPOSE

The purpose of this Policy is to support Workers such as Sacramental Co-ordinators and Group Facilitators and raise awareness of legislative requirements and best practices in keeping children safe when delivering Sacramental Programs from a private residence as opposed to a venue in the Parish precinct.

POLICY

In accordance with the *Child Protection (Working with Children) Act 2012*, the safety, welfare, and wellbeing of children is the paramount consideration. Additionally, **Indicator 3.1.1 of the National Catholic Safeguarding Standards 2nd Edition** requires that families and carers are encouraged to take an active role in monitoring children's safety. To maintain these safeguarding requirements, the following must be adhered to:

1. At least one parent, carer, or close relative must be present with their child during the program. The parent or carer or relative is responsible for the supervision, safety, and wellbeing of the child.
2. A Group Facilitator is required to obtain a Working With Children Check (**WWCC**) if they do not have their own child present in the group; and they are engaged in Sacramental Program sessions throughout the year, noting:
 - a. A Group Facilitator may be exempt from requiring a WWCC if their own child is present during the lesson; and
 - b. A Group Facilitator may be exempt from requiring a WWCC if the period of work they are undertaking is no more than 5 working days in a calendar year, and the work is supervised (for example by a parent/carer or Worker) when children are present.
3. A Group Facilitator is a Mandatory Reporter under the *Children and Young Person's (Care and Protection) Act 1998* because they are engaged to provide religious ministry. If a Group Facilitator suspects that a child is at risk of significant harm, they must report their concerns to the Department of Communities & Justice. It is noted that any person can report their concerns regardless of whether they are mandated to report.
4. In compliance with the Diocese Complaints Handling Policy, any concern relating to the conduct or behaviour of a Worker towards a child or a concern in relation to the safety of a child, must be reported to the Safeguarding Office (Chancery & Parishes).

REFERENCE

Child Protection (Working with Children) Act 2012

Child Protection (Working with Children) Regulation 2013

Children and Young Person's Care and Protection Act 1998

National Catholic Safeguarding Standards (Edition 1, 2019)

RELATED FORMS

There are no forms related to this Policy.

RELATED POLICIES

Diocese of Broken Bay WWCC Policy

Diocese of Broken Bay Mandatory Reporting Policy

Diocese of Broken Bay Complaints Handling Policy

POLICY REVIEW

Review of this policy, related forms and resources will be undertaken every three years by the Manager, Safeguarding Office (Chancery & Parishes) in consultation with the Director for Evangelisation and approved by the Vicar General.

REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
02/11/22	1	Sacramental Programs Delivered in Private Residence Policy	New	3 Jul 2023	Jan 2023

APPROVAL DATE/ REVISION SCHEDULE

Approved by: Fr David Ranson, Vicar General

Date: 3 July 2023

To be revised: 3 July 2026