

APRIL 25, 2021



POLICY AND GUIDELINES FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

MARIST SISTERS
Unit of Australia

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*“Attentive to the cry of the poor
and the demands of social justice
we shall be concerned about the needs and rights
of those who suffer.
In conformity with the teachings of the Church,
we shall work to promote Justice and charity
which are an integral part of the Gospel message”*

Marist Sisters Constitutions No 24

1. Introduction

The Congregation of the Marist Sisters is a Religious Congregation within the framework of the Catholic Church.

The Marist Sisters recognise and uphold the dignity and rights of all children, young people and vulnerable adults and are committed to their protection from abuse.

This document sets out principles and guidelines in relation to the protection of children, young people and vulnerable adults, for use by the Marist Sisters' Unit of Australia. It has been prepared in keeping with our commitment to the National Catholic Safeguarding Standards (2019) published by Catholic Professional Standards Limited.

As part of an international Religious Congregation, the Marist Sisters' Unit of Australia also receives guidance in these matters from the Superior General of the Marist Sisters and her administration, based in Rome. Of particular relevance is our document: *Congregational Guidelines for the Safeguarding of Children and for dealing with allegations of Sexual/Physical abuse of Minors and Vulnerable Adults 2021*.

Marist Sisters are called to implement the principles and guidelines presented in this document within the context of our Marist charism.

See Appendix 1: Marist Sisters' Unit of Australia *Commitment Statement*

2. Principles Underlying this Policy

The Marist Sisters are committed:

- to creating safe environments for children, young people and vulnerable adults and protecting them from any form of harm or abuse
- to maintaining a zero-tolerance policy in regard to child sexual or physical abuse
- to caring, supporting and protecting children, young people and vulnerable adults
- to intervening where necessary to protect children, young people and vulnerable adults from harm or abuse
- to listening to any complaint of abuse attentively and offering a compassionate, prompt and just response
- to treating with compassion and justice any person accused of abuse

3. Definitions

A child or young person refers to someone under the age of 18 years.

A vulnerable person is any person who is unable to take care of or protect themselves (or their interests) against harm or exploitation because of age, illness, trauma, disability, relationship disparity or any other reason.

Child abuse when referenced throughout this policy includes physical abuse, sexual abuse, neglect, psychological abuse, child exploitation and exposure to family violence.

4. Responsibility

The Unit Leader

The Unit Leader, as leader of the Marist Sisters' Unit of Australia, has responsibility:

- to be fully conversant with this Policy

- to ensure this Policy, Code of Professional Conduct and Safeguarding Commitment Statement are disseminated to all Sisters of the Unit and are understood by each Sister
- to ensure ongoing refresher courses and discussions on safeguarding of children, young people and vulnerable adults
- to ensure safeguarding is a standing agenda item on Leadership Team meetings
- to be the ultimate recipient of any complaints
- to make full disclosure of any allegations of abuse to police and/or other government agency, relevant Church Professional Standard director and any relevant diocesan authority, and Superior General of the Marist Sisters

Community Leaders

The leader of each Marist Sisters' Community has responsibility:

- to ensure that all community members have access to and are conversant with this Policy
- to advise the Unit Leader or her delegate of any report, reasonable suspicion or credible risk of abuse that relates to any member of the community

Individual Sisters

Sisters have the responsibility:

- to be fully conversant with this Policy
- to advise the Unit Leader or her delegate of any report, reasonable suspicion or credible risk of abuse
- to comply fully with directives given to her by the Unit Leader
- to create safe environments for children, young people and vulnerable adults and protect them from any form of harm or abuse

Conflict of Interest

Should a complaint be received which directly or indirectly involves the Unit Leader, then carriage of that complaint will rest with the Superior General.

Each Marist Sister and employee will commit to the Marist Sisters' Code of Professional Conduct -

See Appendix 2: Marist Sisters' Unit of Australia *Code of Professional Conduct*

5. Safeguarding

The Unit Leader will hold a register of all working with Children (WCC) checks and National Police Record (NPR) checks. This register will be monitored every six months to review when WWC checks or NPR checks are due to expire or to be renewed. The Unit Leader is responsible to remind Sisters, where relevant, that their check is due. Sisters will also receive notification from the NSW Office of the Children's Guardian.

6. Safe Recruitment and Screening

The manner of recruitment of staff and volunteers will emphasise the Marist Sisters' commitment to safeguarding. All recruitment documentation and employment contracts will reflect this commitment.

All prospective applicants for positions with the Marist Sisters' Unit of Australia will be subject to a screening process relevant to the position.

All new employees will be required to sign the Marist Sisters' Unit of Australia *Code of Professional Conduct* and attend an induction program on commencement.

See Appendix 3: Marist Sisters' Unit of Australia *Recruitment Policy*

7. Responding and Reporting

All Sisters are classified as mandatory reporters and must respect their statutory responsibilities to report abuse and reasonable suspicion of abuse of children and young people.

It is expected that Sisters will immediately notify the Unit Leader of any allegation of child abuse made to them by any person.

Refer to:

- Marist Sisters' Unit of Australia *Code of Professional Conduct 2020*;
- Marist Sisters' *Congregational Guidelines for the Safeguarding of Children and for dealing with allegations of Sexual/Physical abuse of Minors and Vulnerable Adults 2021*
- Apostolic Letter, Pope Francis, May 2019: *Vos Estis Lux Mundi*
- *Vos Estis Lux Mundi in Australia* <https://catholic.org.au/vosestisluxmundi>

8. Guidelines for Responding to Complaints or Allegations

Any complaint/allegation received by the Marist Sisters will be taken seriously and responded to promptly. The safety, care and concern for the complainant is paramount. Complaints/allegations will be investigated in a fair, impartial and supportive manner.

These complaints/allegations could range from a disclosure of current abuse of a child, an historic complaint, or where there is a breach of the Marist Sisters' Code of Professional Conduct.

The Unit Leader will notify the appropriate authority so that an investigation is carried out with objectivity and fairness and in accord with the Marist Sisters' *Congregational Guidelines for the Safeguarding of Children and for dealing with allegations of Sexual/Physical abuse of Minors and Vulnerable Adults 2021*.

In the case of a criminal investigation, the police will be informed immediately.

See

Appendix 4 *Flowchart: Taking Complaints or Disclosure from an Adult*

Appendix 5 *Flowchart: Taking Complaints or Disclosure from a Child*

Appendix 6 *Handling Disclosure – Practical Application*

Appendix 7 *Conducting a Risk Assessment*

9. Practical Guidelines for the protection of Children and Vulnerable Adults

Sisters, and all personnel associated with the Marist Sisters, must never:

- hit or otherwise physically assault or verbally abuse a child or vulnerable adult
- engage in inappropriate remarks or conversations with children
- develop relationships with children which could be deemed to be in any way exploitative or abusive
- act in ways that may be abusive or may place a child at risk of abuse

- provide alcohol, tobacco or non-prescription drugs to those under 18 years
- touch a child in a sexually suggestive manner or in a way that could be interpreted as such
- view, download or distribute child pornography

Refer to

- Marist Sisters' Unit of Australia, *Child Safety Risk Register, August 2020*
- Marist Sisters' *Congregational Guidelines for the Safeguarding of Children and for dealing with allegations of Sexual/Physical abuse of Minors and Vulnerable Adults 2021*
- Apostolic Letter, Pope Francis, May 2019: *Vos Estis Lux Mundi*
- *Vos Estis Lux Mundi in Australia* <https://catholic.org.au/vosestisluxmundi>

10. Safeguarding and Risk Management

The Marist Sisters provide a preventative and responsive approach to protecting children and vulnerable adults by ensuring that risks are identified and managed

The process includes identifying a risk, analyzing it, ranking and recording steps to reduce that risk and then monitoring.

Risk Assessment will be reviewed every six months by Leadership Team and documented/in Leadership team meeting minutes.

Refer to: Marist Sisters' Unit of Australia *Safeguarding Implementation Plan 2021*

11. Privacy and Record Keeping

Refer to Appendix 8: Marist Sisters' *Unit of Australia Privacy and Record Keeping Policy 2020*

12. Confidentiality

As much as reasonably possible, an individual's right to privacy will be protected. Both those who make a report and those about whom accusations are made are entitled to due process and due privacy. Any person who reports alleged child abuse, by a member of the Marist Sisters or another person, needs to be advised that the appropriate authorities may investigate the report. While all reasonable steps will be taken to ensure anonymity of an individual if that is their wish, it is the Marist Sisters' policy that allegations of child abuse (historical or current) are reported to the police.

13. Safe Use of Technology

Each person to whom this policy relates must exercise safe and responsible use of technology and media in line with the Marist Sisters' commitment to human dignity and respectful relationships.

Information Technology (internet, mobile phone, social networking and other interactive services) has changed the way we live and offers great opportunity to communicate and to engage with those inside and outside the Church.

However, along with these benefits come risks of abuse of these services due to ease of access and often, anonymity. Vigilance is required in our use of technology so that our Christian principles and our religious consecration is not violated

Marist Sisters are not to engage in any online material (emails or websites, downloading of material etc.) that may constitute sexual harassment/abuse, racial discrimination or any other activity that is inconsistent with the teachings of the Church and the values of the Marist Sisters.

If misuse of information technology comes to the attention of a Sister, she must immediately report this to the Community Leader who will work with the Unit Leader to address the issues.

Marist Sisters are encouraged to use Information Technology mindful of time spent in this activity, and the impact use of these technologies may have on others in the community.

14. Supervision

Sisters, employees and volunteers will participate in ongoing formation, professional development and supervision as appropriate

15. Ongoing Education and Training

Sisters, employees and volunteers are supported to effectively implement safeguarding policies and procedures. Formation and education will be offered as required

16. Related Documents

Apostolic Letter , Pope Francis May 2019: *Vos Estis Lux Mundi*

http://www.vatican.va/content/francesco/en/motu_proprio/documents/papa-francesco-motu-proprio-20190507_vos-estis-lux-mundi.html

Vos Estis Lux Mundi in Australia <https://catholic.org.au/vosestisluxmundi>

Catholic Archdiocese of Sydney, *Fact Sheet Mandatory Reporting*

<https://www.sydneycatholic.org/casys/wp-content/uploads/2020/07/Fact-Sheet-Mandatory-Reporting.pdf>

Marist Sisters' *Congregational Guidelines for the Safeguarding of Children and for dealing with allegations of Sexual/Physical abuse of Minors and Vulnerable Adults 2021*

Marist Sisters' Unit of Australia *Child and Vulnerable Adult Safeguarding Commitment 2020*

Marist Sisters' Unit of Australia *Code of Professional Conduct 2020*

Marist Sisters' Unit of Australia *Record Keeping and Information Sharing Policy 2020*

Marist Sisters' Unit of Australia *Recruitment Policy 2020*

National Committee for Professional Standards (Australian Bishop's Conference) *Integrity in Ministry - A Document of Principles and Standards for Catholic Clergy & Religious in Australia*, June 2004 (Reprinted April 2010)

Vos Estis Lux Mundi in Australia <https://catholic.org.au/vosestisluxmundi>

17. References

- *Policy for the Protection of Children and Vulnerable Adults*: Marist Fathers' Australian Province
- *Policy for Safeguarding Children and Vulnerable Adults*: Presentation Sisters, Wagga Wagga
- *Safeguarding and Child Protection*: Catholic Archdiocese of Sydney
<https://www.sydneycatholic.org/safeguarding-and-child-protection/>

This policy is validated for use by	Approved By	Date Approved	Review Date
Marist Sisters, Unit of Australia	Sr Catherine Lacey Unit Leader	25th April 2021	25th April 2024

18. Appendices

Marist Sisters' Unit of Australia

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Appendix 2

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Flowchart: Taking Complaints or Disclosure from an Adult

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Flowchart: Taking Complaints or Disclosure from a Child

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Privacy and Record Keeping Policy

Appendix 1 Marist Sisters' Unit of Australia Commitment Statement



MARIST SISTERS' UNIT OF AUSTRALIA **CHILD and VULNERABLE ADULT** **SAFEGUARDING COMMITMENT**

The Marist Sisters recognise and uphold the dignity and rights of all children and vulnerable adults.

We strive to do all in our power to create safe environments for children, young people and vulnerable adults in order to secure their protection from any form of harm or abuse and to enable their full participation in life.

The Congregation of the Marist Sisters has documented policies and procedures to prevent risks to children and vulnerable adults and to build a strong culture of safeguarding. All Sisters and employees are expected to follow these policies and procedures and contribute to the culture of care and protection of all children, young people and vulnerable adults.

When we receive information about concerns or witness any matter relating to abuse, we respond appropriately and report any such concerns to the appropriate authority. Anyone who brings forward a complaint to the Marist Sisters will be responded to compassionately, promptly and justly in line with our lawful obligations, policies and procedures.

Truth and transparency will characterise all our actions.

Marist Sisters adhere to National Catholic Safeguarding Standards and National/Diocesan Response Protocols, and abide by these principles and procedures.

To raise a concern or make a complaint against any member of the Marist Sisters' Unit of Australia, phone the Unit Leader on 02 9816 1440 or email leaderaust@maristsisters.org

Signed: Unit Leader

Sr Catherine Lacey

Signature ... *Catherine Lacey*

Date 25.4.2021

Appendix 2 Marist Sisters' Unit of Australia, Code of Professional Conduct



MARIST SISTERS' UNIT OF AUSTRALIA CODE OF PROFESSIONAL CONDUCT

The charism of the Congregation calls us to live the Gospel in the way of Mary – to think, judge, feel and act as Mary. This calls us to live with care and compassion for all.

The Marist Sisters' Unit of Australia is committed to fostering a culture of safety and care for all persons and it is founded on the conviction that all children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to be safeguarded from abuse.

We are committed to promoting the recommendations of the *Royal Commission into Institutional Responses to Child Sexual Abuse* and acknowledge its outcomes.

The Marist Sisters' Unit of Australia intend this Code to be followed by:

- all of its professed members, including Marist Sisters from other Units who may be residing, working or studying in Australia
- all pre-candidates, candidates and novices
- all volunteers and employees of the Marist Sisters in their various ministries within the Unit of Australia

General Principles

The primary aims of the Code are:

- to encourage all Sisters, novices, candidates, pre-candidates, volunteers and staff to aspire to the highest possible standards of professional conduct
- to promote respectful, safe and effective boundaries in professional relationships
- to encourage personal well-being and professional development
- to build positive relationships founded upon respect, trust and integrity

As members and associates of the Marist Sisters' Unit of Australia we will abide by the following behaviours:

Ethical Behaviour

- demonstrate personal behaviours that promote respect, care and well-being of all people with whom we come in contact
- respect the privacy of others and maintain confidentiality
- be truthful, honest and act with integrity
- acknowledge and respect differences in cultural and religious traditions
- be alert to situations which have the potential for a conflict of interest
- extend assistance and courtesy to all, especially those who have particular needs
- acknowledge the genuine contributions that others make

Professional Behaviour

Sisters, employees and volunteers:

- participate in ongoing formation, professional development and supervision as appropriate
- work with the appropriate authority if an issue of conflict arises or there is a breach of trust
- ensure procedural fairness and natural justice in all processes
- act in a way that sets a good example for others, this includes respectful language, appropriate dress and behaviour
- use prudent judgement and common sense when working or interacting with children, young people and vulnerable adults to ensure their safety at all times
- maintain appropriate confidentiality and security concerning all records and information
- communicate with integrity, ensuring accountable and prudent use of electronic devices and social media
- adhere to high ethical standards and report illegal, unethical or unprofessional behaviour to the appropriate authority
- relate to others charitably, respectfully and professionally, and work collaboratively and cooperatively with others
- abide by the Marist Sisters' *Congregational Guidelines for the Safeguarding of Children and for Dealing with Allegations of Sexual/Physical abuse of Minors and Vulnerable Adults*

Compliance

All in the Marist Sisters' Australian Unit must act lawfully and comply with all legislative, contractual and industrial requirements. This includes compliance with all reasonable and lawful directions.

Breaches to the Code of Conduct

Any breach of this *Code of Professional Conduct* will be referred to the Unit Leader, who will respond to any matters which relate to serious misconduct, with concern for justice and the well-being of all involved.

I have read this Code of Professional Conduct and I understand what is being asked of me in both my personal and professional behaviour. I support these directions as part of my commitment to the Marist Sisters.

Name of Sister

Signature

Date/...../.....

This policy is validated for use by	Approved By	Date Approved	Review Date
Marist Sisters, Unit of Australia	Sr Catherine Lacey Unit Leader	25th April 2021	25th April 2024

Appendix 3 Marist Sisters' Unit of Australia Recruitment Policy



MARIST SISTERS' UNIT OF AUSTRALIA RECRUITMENT POLICY

1. PURPOSE

- 1.1 This policy outlines the process of recruiting new staff members.
- 1.2 Safety of children and vulnerable adults must be a consideration in the selection and employment process for new staff members.

2. COMMITMENT

- 2.1 The Unit Bursar is responsible for:
 - Ensuring that staff members are committed to safeguarding of children and vulnerable adults
 - Ensuring that staff members are protected and not exploited.
 - Ensuring that staff members are provided with healthy and safe working environments.
 - Ensuring that staff members understand their role and responsibilities.
- 2.2 The Unit Leader ensures that all staff members comply with the following requirements:
 - The *Working with Children Check* is valid (if required).
 - The *National Police Record Check* done every three years.
 - Attend the annual in-house safeguarding training.

3. ADVERTISEMENT

- 3.1 The advertisement must mention the congregation's commitment to child safety. The applicants are informed about needing a reference check and background check such as *Working with Children Check* (if required) and the *National Police Record Check*.
- 3.2 Sample wording for use in advertising and recruitment processes:

Marist Sisters' Unit of Australia is a child safe organisation, committed to the protection of children and has zero-tolerance of any abuse of children.

All successful applicants are required to:

- *undergo a National Police Record Check,*
- *retain a valid Working with Children Check (if required),*
- *comply with our Policy and Guidelines for the Protection of Children and Vulnerable Adults*
- *sign the Marist Sisters' Unit of Australia, Code of Professional Conduct.*

4. INTERVIEW QUESTIONS AND REFEREE CHECK

- 4.1 The interview process is an important step in selecting the right person for a particular role and in identifying any person who may pose a risk to children or vulnerable adults.
- 4.2 Key areas to assess include:
- Understanding of professional boundaries.
 - Attitudes to rights of children and vulnerable adults and how they can be upheld.
 - Values of honesty, integrity, reliability, fairness and non- discrimination.
- 4.3 Referee checks can be used to confirm and verify information gathered from the application, resume, and interview and to examine any inconsistencies.
- 4.4 The information obtained from referees provides insight into a candidate's strengths.

5. NATIONAL POLICE RECORD CHECKS AND WORKING WITH CHILDREN CHECKS

- 5.1 The Unit office holds a register of all Working with Children Checks and Police Record Checks. This record is reviewed every 6 months to monitor when Working with Children Checks are due to expire or when a Police Check is required to be undertaken. If the checks are required, the Unit Leader will advise the employee to renew them. The renewal will be followed up until finalised.
- 5.2 If, after sufficient notice has been given, an individual refuses to obtain or renew a check, the Unit Leader will determine whether the individual should be stood down or transferred to other duties until such time as the check is obtained.
- 5.3 If an individual has an allegation substantiated or receives a conviction of child abuse, the Congregation will advise the relevant authority that the Working with Children Check should be cancelled.

6. INDUCTION PROGRAMME

- 6.1 An induction programme is conducted at the commencement of work for new staff members.
- 6.2 The Unit Leader and Bursar handle the induction programme and ensure that the inductees acknowledge completion of the induction. Records are maintained.

6.3 Topics for the Induction Programme

- Congregation History
- Job Description
- Code of Professional Conduct
- Marist Sisters' Commitment Statement
- Policy and Guidelines for the Protection of Children and Vulnerable Adults
- Privacy and Record Keeping Policy

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Marist Sisters, Unit of Australia	Sr Catherine Lacey Unit Leader	25th April 2021	25th April 2024

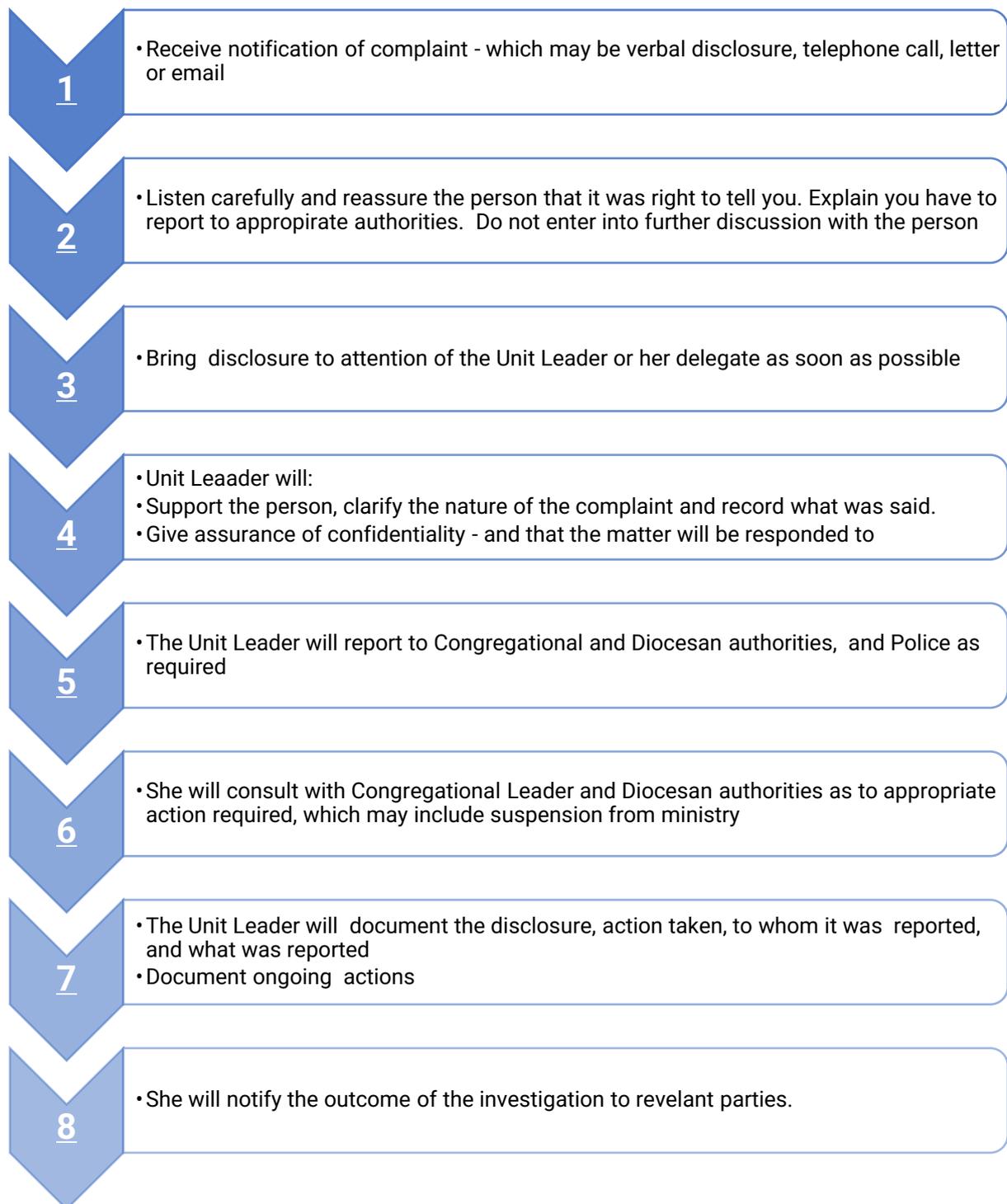
Appendix 4 Taking Complaints or Disclosure from an Adult

Marist Sisters' Unit of Australia

Flowchart: Managing Safeguarding Complaints

Where Complaint is Made by an Adult

Always call 000 (Triple 0) if a person is in immediate danger



Appendix 5: Taking Complaints or Disclosure from a Child

Marist Sisters' Unit of Australia

Flowchart: Managing Safeguarding Complaints

Where Complaint is Made by a Child

Always call 000 (Triple 0) if a child is in immediate danger



Appendix 6: Handling Disclosure – Practical Application

The Following are some helpful steps when handling Disclosure from a child or vulnerable adult:

A Disclosure happens when you have reasonable grounds to suspect harm:

- If a child or vulnerable adult tells you directly that they have been harmed
- If a child or vulnerable adult tells you indirectly (e.g. writing about abuse in a journal, drawing pictures of inappropriate touching, or play acting abuse scenarios)
- If someone else tells you (e.g. another child, parent or colleague) that harm has occurred or is likely to occur
- If a child or vulnerable adult tells you they know someone who has been harmed
- If you are concerned at significant changes in behaviours of a child or vulnerable adult, or the presence of new, unexplained and suspicious injuries.
- If you see harm happening

If a child or vulnerable adult discloses or complains to you about abuse by someone else:

- Ask another adult to be with you
- Listen to the child or vulnerable adult and let him/her speak freely
- Do not ask questions other than to clarify your understanding. If you must ask a question, make sure it is open ended (e.g. what? when? who? where?)
- Explain that you cannot keep it a secret
- Let the child or vulnerable adult know what you are going to do next, including with whom you will share the information
- Reassure the child or vulnerable adult that they have done the right thing by telling you.

Some helpful responses:

- “Thank you for telling me.”
- “You were brave to tell.”
- “I will talk to (name) who will know what to do next.”

Appendix 7: Marist Sisters' Unit of Australia Conducting a Risk Assessment



MARIST SISTERS' UNIT OF AUSTRALIA

Conducting a Risk Assessment

A Risk assessment will be conducted:

1. Immediately an allegation has been made against a member or Employee of the Marist Sisters' Unit of Australia;
2. During the investigation of the complaint;
3. At the end of the investigation.

A final decision can then be made regarding any action that needs to be taken regarding the respondent to address any risk to:

- the child(ren);
- other children with whom the respondent may have contact;
- the respondent;
- the proper investigation of the complaint.

Any Disciplinary Action during the investigation process will depend on:

- The nature and seriousness of the complaint;
- Any special and diverse needs and or disabilities of the children the respondent would be working with or providing services to;
- The nature of the position held by the respondent (e.g. the position is one of authority; the position requires one-to-one interaction);
- The level of oversight and/or professional supervision available to the respondent;
- The availability of support for the respondent on a day-to-day basis if their duties are unchanged
- The respondent's disciplinary history;
- Possible risks to the investigation.

These factors will determine the appropriate action toward the respondent while the investigation is in process.

At completion of the initial risk assessment where a complaint of child sexual abuse is plausible, and there is a risk that the Sister may come into contact with children, she will be stood down from her ministry while the complaint is being investigated.

This policy is validated for use by	Approved By	Date Approved	Review Date
Marist Sisters, Unit of Australia	Sr Catherine Lacey Unit Leader	April 2021	April 2024

Appendix 8 Marist Sisters' Unit of Australia Privacy and Record Keeping Policy



THE MARIST SISTERS' UNIT OF AUSTRALIA

PRIVACY and RECORD KEEPING POLICY

Policy Statement

It is the policy of the Marist Sisters' Unit of Australia to operate in a manner that consistently meets or exceeds the legal rights of persons in regard to the privacy and confidentiality of information relating to them by ensuring compliance with the provisions of relevant privacy legislation.

Aims and Objectives

As an organisation, we will ensure that only such information as is necessary for Congregational, employment and business purposes is collected and that this information will only be accessible by persons who are specifically authorised to access the information.

Privacy Principles

We acknowledge that the privacy principles are designed to protect the rights of the individual, yet still allow access by particular authorities in specific circumstances and for specific purposes. To meet our obligation to comply with these principles under privacy laws, we will ensure that these principles are adhered to by management of our organisation and all of our Sisters and employees.

We will ensure that we comply with these principles in regard to:

1. The necessity of personal information to be collected, and the means of collection of this information
2. The use or disclosure of personal information about an individual
3. Ensuring that information held is accurate, complete, and up to date
4. The protection of information from misuse, loss and unauthorised access, modification or disclosure
5. The way in which personal information is managed, including: the right of individuals to know what type of personal information relating to them is collected, held, used or disclosed; the length of time information is stored and the secure means by which it is then destroyed
6. Allowing individuals reasonable access to information held about them to the extent allowed by law

7. The identification of individuals
8. The right of individuals to anonymity when entering into transactions where lawful and practicable
9. The transfer of personal information to persons in a foreign country except where allowed by law
10. The collection of sensitive information without consent or legal authority e.g. information collected for the purpose of assessing suitability of applicants for membership of the Congregation of the Marist Sisters, such as criminal records and medical/psychological history and assessment. (Related document: Congregational Guide for Initial Formation – December 2017)

Information related to Safeguarding

All critical information related to safeguarding, (e.g. background checks, complaints and incidents) including the results of decisions and actions taken will be held for 50 years and in accordance with any record keeping requirements by law. All files are retained in a secure manner with access restricted.

RECORD KEEPING

Records will adhere to the principles of good record keeping, including:

- a) ensuring records are accurate and complete and adequately detail all incidents, complaints, responses and decisions;
- b) records are created at the time of, or as soon as practicable following, an incident, complaint, response or decision;
- c) records are titled, organised and filed logically;
- d) a master copy of each record is formally maintained to ensure duplicate records or multiple copies of the same record are kept to a minimum;
- e) sharing or distribution of information and/or records is restricted to nominated personnel and is conducted in accordance with relevant legislative and statutory requirements; and
- f) individuals' rights to access, amend or annotate records about themselves are recognised to the fullest extent.

This Policy is subject to the review of all policies of the Marist Sisters' Unit of Australia to ensure compliance with current privacy legislation and the practical application of those principles.

This policy is validated for use by	Approved By	Date Approved	Review Date
Marist Sisters, Unit of Australia	Sr Catherine Lacey Unit Leader	April 2021	April 2024