



**ORDER OF MALTA  
AUSTRALIA**

**A SUMMARY OF OUR  
SAFEGUARDING  
CHILDREN, YOUNG  
PEOPLE & VULNERABLE  
ADULTS POLICY**

# SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

## 1. Introduction

This is a Summary of the full Australian Association of the Order of Malta Limited (ABN 37 142 209 121) ("the Association") "Safeguarding Children, Young People and Vulnerable Adults Policy" ("the Policy"). The Policy is available for download on our website or alternatively you can request a copy from your Regional Safeguarding Officer.

## 2. Policy Scope

The Policy and accompanying documents applies to all personnel, whether paid or unpaid, acting on behalf of or otherwise representing the Association and to all activities undertaken by the Order of Malta in any location globally. If someone has asked you to read and agree to comply with this Summary, the Policy applies to you.

The primary aim of the Policy is to ensure a safe environment for Children, Young People and Vulnerable Adults ("Children and Vulnerable Persons") who have contact with you and other personnel in the course of the Association's activities in order to prevent their neglect, harm, abuse or exploitation, of any kind.

## 3. Policy Purpose and Roles and Responsibilities

Recognising the personal dignity, fundamental freedoms and rights of Children and Vulnerable Persons towards whom the Association has a special responsibility of care and respect. As such, you and the Association's commit to providing a safe environment, to prevent abuse of any kind and have certain safeguarding duties and responsibilities outlined in this Summary. Along with those duties and responsibilities are mechanisms to prevent, report and respond to safeguarding issues.

You must comply with the Policy when in contact with Children and Vulnerable Persons.

Certain members and office-holders have additional responsibilities set out in the Policy.

**4. Legislation, Related Documents and Equality Policy** The Policy was developed to comply both with legislation of the Commonwealth of Australia, its States and Territories and the laws of Aotearoa New Zealand. It is intended to align with recognized best practice

including the National Catholic Safeguarding Standards (Edition 2, 2022), Integrity in our Common Mission, as well as the guidelines issued by the Teachings of the Catholic Church, and the Safeguarding Children and Vulnerable Persons Policy and Procedures adopted by the Catholic Archdioceses and Dioceses in Australia and in Aotearoa New Zealand and is intended to be fully consistent therewith.

The Association commits to comply with anti-discrimination legislation in force in the Commonwealth of Australia, its States and Territories and the laws of Aotearoa New Zealand. You are expected to respect the beliefs and practices of the Catholic faith and the traditions of the Association.

## 5. Promotion of Policy Awareness

The Association is committed to ensure this Policy is applicable to all its personnel, stakeholders, partners and the public. To that end the Policy shall be published on the Association's official website(s). Similarly, the Association's complaints procedures shall be made readily accessible via its website(s) to those individuals wishing to lodge a complaint.

Communication about safeguarding Children and Vulnerable Persons is a two-way process. In order to ensure you are up to date in safeguarding training and procedures you are expected to:

- Attend designated training sessions.
- Attend the routine briefings and debriefings for each of the Association's activities.
- Read any safeguarding information communicated by the Association through whichever channels are most appropriate.
- Provide feedback or submit reports as appropriate.

## 6. Policy Implementation

Various safety checks are in place to provide as safe an environment as possible for Children and Vulnerable Persons in contact with the Association's personnel.

Before engaging in activities where there will be Children and Vulnerable Persons present, you must provide a current Working with Children or relevant check from the jurisdiction where you are resident.

If you notice any abuse or have any suspicions or concerns about abuse or identify a risk of abuse, you must report it without delay to the Regional Safeguarding Officer (RSO) and the National Safeguarding Officer ("NSO").

You are also encouraged to make the same report or any whistle-blowing to external agencies and law enforcement bodies.

You must be aware that confidentiality cannot be guaranteed to anyone who raises concerns with you or if you make a safeguarding report. This is because there may be duties to disclose certain information in a safeguarding report to relevant authorities to ensure the safety and welfare of Children and Vulnerable Persons. However, all records and personal or sensitive information will be properly stored and accessed and all reports will be handled with impartiality, fairness, and timeliness. If you do not agree to comply with the principles and the standards of the Policy, then you cannot engage in Association's activities.

### **7. Induction/Training**

All Order of Malta's personnel are expected to read the Policy as well as attend safeguarding induction training.

During pilgrimages and throughout the Asia Pacific Summer Camps hosted by the Association in Australia and overseas, the designated medical team and volunteer personnel are available to receive and respond to any safeguarding concerns raised and have mandatory reporting obligations.

### **8. Breach of Policy**

Any breach of the Policy will result in the Association determining which measures to apply to the person in breach. Potential measures include, but are not limited to, issuing a warning, requiring further training, suspension or termination of engagement, and reporting to relevant authorities.

### **9. Child Safe Recruitment and Screening of Order of Malta Personnel**

All applicants to Order of Malta activities are required to provide/state/hold the following:

- A criminal history check.
- Provide the names and contact details of referees who can attest to your character
- Sign the Safeguarding Statement, which is a declaration confirming that you have not been charged with or convicted of a criminal offence, or engaged in any conduct that the Association could reasonably consider unsuitable for employment or involvement in its activities

- If applicable a current Working with Children Check, or equivalent, from the jurisdiction you live in.

### **10. Personal Conduct**

Before you can volunteer you must agree to comply with the 'Code of Conduct'. The 'Code of Conduct' is provided to you in a separate document. You must commit to maintaining a high standard of personal conduct throughout the Association's activities.

### **11. Procedure in the Event of a Report of Abuse**

The Association considers the welfare of Children and Vulnerable Persons to be the paramount consideration in any instance of disclosure or suspicion. To that end, all reports will be communicated to the National Safeguarding Officer and investigated promptly.

Any report of abuse made to the Association will be addressed through an internal investigation, followed by a reasoned assessment of the allegations. Based on the findings, the Association will make an appropriate determination and may issue recommendations and/or impose relevant sanctions, as warranted by the circumstances.

### **12. Managing Information**

All information will be collected, documented, and securely stored in accordance with the Association's Privacy Policy and applicable Data Protection Laws

### **13. Policy Review**

The Policy will be reviewed every three years or sooner if required by legislative changes or organisational needs.



