CatholicCare
DIOCESE OF BROKEN BAY

Children's Services

Governance & Management

Policy

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What do we believe?

At CatholicCare Diocese of Broken Bay, we are committed to the safety and wellbeing of children and hold this at the centre of our decision making and practice. We believe in the principle of paramountcy of the safety of children. This means that the safety, wellbeing, and best interests of the child are the primary consideration in all decisions, actions, and practices. Where there is a conflict between the interests of a child and those of adults or the organisation, the child's safety and wellbeing will always come first.

We believe that effective governance and management are fundamental to providing high-quality education and care services that are safe, ethical, transparent and accountable. We are committed to operating with integrity, complying with all legislative and regulatory requirements, and ensuring clear leadership, sound decision making and responsible stewardship of resources. Through strong governance, collaborative leadership and continuous improvement, we promote a culture of professionalism, accountability and excellence that supports positive outcomes for children, families, staff and the wider community.

What are we going to do?

We will implement effective governance and management systems that promote accountability, transparency and continuous improvement across all Children's Services. We will ensure clearly defined roles, responsibilities and delegated authorities support informed decision making, legislative compliance and ethical practice. We will maintain robust financial, risk management and work health and safety processes, protect confidential information, and provide staff with the training, resources and support required to fulfil their responsibilities. Through regular monitoring, review and strategic planning, we will foster a culture of continuous improvement, responsible leadership and quality service delivery that prioritises the safety, wellbeing and best interests of children, families, staff and the broader community.

Legal Status of CatholicCare

CatholicCare Diocese of Broken Bay is an agency of the Trustees of the Roman Catholic Church for the Diocese of Broken Bay. The legal entity under which the Diocese operates is a statutory body corporate established pursuant to The Roman Catholic Church Trust Property Act 1936. The Diocese operates under Canon Law as well as Civil Law.

The Diocese, in its corporate form, was established under the provisions of Section 5 (1) of *the Roman Catholic Church Trust Property Act 1936* and is an entity known as *The Trustees of the Roman Catholic Church for the Diocese of Broken Bay* (the Trustees). This entity type has the legal status of an "other incorporated entity".

Although not separately incorporated from the Diocese, CatholicCare operates as a distinct agency with separate financial records, is acknowledged as a separate entity for tax purposes, with its own Australian Business Number (ABN), and is endorsed as an income exempt charitable agency, registered with The Australian Charities and Not-for-profits Commission (ACNC). It is recognised as a Public Benevolent Institution (PBI) and a tax-deductible gift recipient (DGR).

How will it be done?

Legislation, Strategy and Planning

CatholicCare's purpose and direction are guided and influenced by both external and internal priorities and objectives.

CatholicCare Children's Services must comply with all the requirements of the:

- *Children (Education and Care Services National Law Application) Act 2010 No 104 - NSW Legislation*
- *Education and Care Services National Regulations (NSW) (2025 SI 601a) - NSW Legislation*
- *Quality Area 7 – Governance and leadership | ACECQA*
- *Australian Charities and Not-for-profit Commission*
- *Work Health and Safety Act 2011 No 10 - NSW Legislation*

This is not an exhaustive list of all CatholicCare's compliance obligations. Rather it lists only governance related obligations.

The operation of CatholicCare Children's Services is regulated by the NSW Early Learning Commission.

CatholicCare Governance Structure

The Diocese is under the leadership of the duly appointed Bishop. CatholicCare has a comprehensive governance framework including a number of oversight bodies at both Diocesan and agency level including:

- College of Consultors (the Trustees)
- Diocesan Finance Committee & Diocesan Audit and Risk Committee
- CatholicCare Advisory Council and Finance Committee.

The Bishop appoints the Executive Director of CatholicCare, who, supported by the Senior Leadership team and Advisory Council, has responsibility for the day to day leadership and decision-making for CatholicCare. Both the Advisory Council and Diocesan Finance Committee have quasi Board responsibilities in relation to CatholicCare. The Executive Director provides regular reports to both bodies.

Role of CatholicCare Advisory Council

The CatholicCare Advisory Council (the Council) for the Diocese of Broken Bay (the Diocese), is an advisory body of the Christian faithful advising the Bishop of Broken Bay (Bishop) in the administration of CatholicCare's strategic direction and sustainability. It is a Council providing advice but is not engaged in the day-to-day management of CatholicCare's operations. The Advisory Council comprises ten (10) members providing expertise and knowledge across the sectors in which CatholicCare operates, including finance, business strategy and management, human resources, health leadership, social welfare, and early childhood services and therapy.

The Council assists in advising the Bishop of the needs of the people, and strategic directions for existing and new CatholicCare services.

The Council:

- Monitors the financial performance of CatholicCare through reports and recommendations provided by the CatholicCare Finance, Audit & Risk Sub-Committee, and in turn provides reports and recommendations through the Executive Director to the Diocesan Finance Council (**DFC**) and the Diocesan Audit & Risk Committee.
- Provides advice and recommendations to the Executive Director on broad issues including but not limited to:
    - Mission and identity,
    - Strategic directions,
    - Risk management,
    - Operations,
    - Financial performance, and
    - Any other issues as raised by the bishop.
- Is responsible for advising the Bishop on the strategic direction CatholicCare, monitoring implementation of that strategy and monitoring organisational performance in accordance with CatholicCare's Strategic Plan.

Council Members must comply with their duties as prescribed in the governance standards of the regulations made under the Australian Charities and Not-for-Profit Commission Act (*ACNC Governance Standards*).

Role of General Manager, Children's Services

The CatholicCare General Manager, Children's Services is a Person with Management Control and representative of the services, and each centre will have one 'Nominated Supervisor' who has the continuous responsibility for the day-to-day operations and compliance. If the Nominated Supervisor is absent from the service, a Responsible Person will be on the premises' i.e., an Educator who has agreed in writing and been validated to be the Responsible Person in Charge on site. The 'Responsible Person' will be identified by signage within the centre.

CatholicCare, as the Approved Provider, Nominated Supervisors, and all educators and staff are responsible for compliance with the Regulations.

Governance Standards

The Trustees, Diocese Committees, Advisory Council, Executive Director and Senior Leadership Team will ensure that they:

- In the execution of their responsibilities, they act at all times in accordance with Australian laws.
- Exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were in that role.
- Act in good faith in the best interests of CatholicCare and to further the charitable purpose(s) of CatholicCare.
- Not misuse their position.
- Not misuse information they gain in their role.
- Disclose any perceived or actual material conflicts of interest by written notice to the Bishop (for Council Members or the Executive Director) or to the Executive Director (for Staff).

- To the extent reasonably possible, provide assurance that the financial affairs of CatholicCare are managed responsibly; and
- To the extent reasonably possible, provide assurance that CatholicCare is not operating while it is insolvent.

Governance Principles

Accountabilities

Decision making is based on formal authority to act through delegations, authorisations, policies and/or responsibilities associated with a role, position or function.

Delegation

The Diocese applies a Delegation Policy and framework to ensure staff have the appropriate authority to conduct their activities and that all transactions incurred are appropriately authorised from both a civil and a canonical perspective. The key references in this regard are:

- Diocesan Delegation Policy
- Diocesan Delegation Schedule
- *Diocesan Execution of Documents and Authorised Signatories Policy*
- CatholicCare staff must adhere to the CatholicCare *Delegations of Authority Policy*.

Employees' Behaviour

The responsibilities of individual employees, CatholicCare expectations of their employees' behaviour and the performance they are expected to achieve are articulated through the *Code of Conduct and Ethics Framework*, individual performance and development plans, CatholicCare policies and procedures and legislative obligations.

Financial Accountability

There is an established CatholicCare Finance, Audit & Risk Sub-Committee (Finance, Audit & Risk Sub-Committee), members of which have been appointed by the Council Chair on the prior approval of the Bishop, to assist the Executive Director and provide input into this area.

Receiving appropriate financial reports that have been subject to the scrutiny of the Finance, Audit & Risk Committee are the means by which the Council monitors the financial performance of CatholicCare.

CatholicCare Management and leaders also have clear delegations set out in the *Delegations of Authority Policy*.

CatholicCare's approach to financial governance is set out in the *Financial Management Policy* and involves:

- Defining roles and responsibilities in terms of financial management.
- Establishing appropriate policies, systems, processes and delegations of authority.
- Identifying, assessing and managing risks.
- Monitoring via regular meetings and accurate, timely and fit-for-purpose reporting practices.

- Utilising modern and robust financial management systems.
- Employing suitably qualified and experienced staff to manage financial resources.
- Independent financial auditing by an external auditor.

Duty of Care

CatholicCare is committed to ensuring staff are appropriately qualified for their roles, adequately trained, professionally supported and participate in a caring and welcoming environment.

CatholicCare has a number of agency-wide policies and practice guidelines in place to ensure this objective is adhered to including:

- *Staff Development Policy*
- *Learning and Development Practice Guideline*
- *Position Descriptions*
- *Recruitment and Selection Policy*
- *Recruitment and Selection Practice Guidelines*
- *Probity Checks and Renewals Practice Guidelines*
- *Work Health Safety Policy*
- *Work Health Safety Practice Guidelines*

All staff must ensure they have a knowledge of and comply with, as appropriate to their roles, the requirements of the following legislation including but not limited to:

- *Children and Young Persons (Care and Protection) Act 1998 No 157 - NSW Legislation*
- *Child Protection (Working with Children) Act 2012 No 51 - NSW Legislation*
- *Children's Guardian Act 2019 No 25 - NSW Legislation*
- *Children (Education and Care Services National Law Application) Act 2010 No 104 - NSW Legislation*
- *Education and Care Services National Regulations (NSW) (2025 SI 601a) - NSW Legislation*
- *Work Health and Safety Act 2011 No 10 - NSW Legislation*
- *Work Health and Safety Regulation 2025 - NSW Legislation*
- *Child Safe Standards*
- *Food Standards Code | Food Standards Australia New Zealand*

Confidentiality

Trustees, Diocese Committees, Advisory Council, Executive Director, Senior Leadership Team and subcommittees who gain access to confidential, commercially-sensitive and other information of a similar nature, whether in the course of their work or otherwise, shall not disclose that information to anyone unless the disclosure of such information is required by law (refer to *Privacy and Confidentiality Policy*).

Risk Management

The provision of a safe and supportive learning environment is a very high priority for CatholicCare Children's Services. The identification, assessment and management of risks preserves the health and wellbeing of children, staff and visitors to centres. Processes are in place to ensure that workplace hazards are identified, assessed and managed in an appropriate and timely manner.

CatholicCare has in place numerous policies and procedures that assist in the identification and assessment of risks, and strategies for management of identified risks.

Risk Management tools and resources support Children's Services in the sound management of governance arrangements, programs, and the day-to-day operations.

Work Health and Safety

CatholicCare Children's Services is committed to ensuring a safe and healthy working and learning environment for staff, students, volunteers and visitors to schools and other workplaces across the organisation so far as practical, in accordance with the *Work Health and Safety Act 2011*. Individual employees also have responsibility for ensuring the safety and wellbeing of themselves and others whilst at work.

All staff, students, volunteers and visitors must comply with the WHS Policy and procedures which sit within the overarching Diocesan WHS Management System.

CatholicCare has a comprehensive range of strategies and programs available to staff to support their health, safety and wellbeing and the return to work of ill or injured staff. This includes ensuring training and instruction is provided to staff commensurate with their roles and responsibilities to enable them to comply with the WHS policy. CatholicCare is also committed to injury management aimed at the early and safe return to work of injured staff, in accordance with its legislative obligations.

Each work site will have an induction process for new staff with ongoing training in WHS.

Policies

The Children Service's Management team will:

- Ensure a comprehensive set of policies is in place as required under Education and Care Services National Regulations and other legislation the service must comply with.
- Ensure policies and procedures enhance children's safety.
- Ensure policies are reviewed regularly for legislative compliance or where reform changes have been made by the regulatory authority.
- Work with the service community to review, revise and update policies regularly to ensure they inform compliance and accurately reflect service practice.
- Undertake mandatory child safety training.

Compliance Measures

The Children Service's Management Team will:

- Ensure that mechanisms are in place, such as compliance tools, to assist them in assessing whether the organisation's policies are implemented.

We are committed to maintaining compliance with all applicable legislation, regulations, standards and funding requirements. Compliance is embedded into governance practices through effective leadership, ongoing monitoring, professional learning, reflective practice and continuous quality improvement.

To support compliance, CatholicCare Children's Services will:

Access to Legislation and Guidance

- Maintain current electronic access to relevant legislation, regulations, standards and approved guidance materials, including:
  - Education and Care Services National Law
  - Education and Care Services National Regulations
  - National Quality Standard
  - Approved Learning Frameworks
  - Relevant Child Safe legislation and guidance
- Ensure leaders and educators are aware of where legislative resources can be accessed.

Staff Induction and Ongoing Professional Learning

- Ensure all staff receive an induction that includes:
  - legislative and regulatory responsibilities
  - relevant CatholicCare policies and procedures
  - role specific compliance expectations
  - provide ongoing professional learning to support changes in legislation, regulatory requirements and best practice.
  - share relevant regulatory updates, newsletters and guidance documents with leaders and educators.

Leadership Oversight and Accountability

- Children's Services General Manager, Practice Managers, Directors, Coordinators and Nominated Supervisors will actively monitor compliance within their areas of responsibility.
- Compliance responsibilities will be embedded into supervision, performance development, mentoring and regular team discussions.
- Leaders will identify areas of improvement and implement strategies to address any identified compliance risks.

Record Keeping and Documentation

- Records will be maintained in accordance with legislative requirements and CatholicCare policies.
- Documentation will be accurate, current, secure and available for regulatory purposes where required.

Monitoring, Review and Continuous Improvement

- Compliance will be monitored through regular audits, service visits, supervision, policy reviews and reflective practice.
- Compliance findings will inform Quality Improvement Plans, Service Improvement Plans and organisational planning.
- Team meetings and leadership meetings will include regular discussion regarding legislative updates, policy implementation and compliance requirements.
- Policies and procedures will be reviewed regularly to ensure ongoing alignment with legislation, National Quality Framework requirements and best practice.

Governance Reporting

Significant compliance matters, legislative changes, identified risks and continuous improvement activities will be communicated through the Children's Services governance structure, including reporting to the Children's Services General Manager and Executive leadership where appropriate.

Confidentiality & Privacy

The service is committed to protecting the privacy and confidentiality of all children, families, staff, educators, contractors, students and volunteers. Confidential information will only be provided to authorised persons who are directly related to the functions of the service and who require the information for authorised purposes. Staff and educators will adhere to the Agency Privacy and Confidentiality Policy and Code of Conduct and Ethics Framework.

Information collected by the service will not unreasonably intrude upon an individual's personal affairs. Personal information collected may include enrolment details, care requirements, attendance records, observations of children's learning and development, custody information, referrals, assessments and reports, together with information relating to staff and educators including contact details, qualifications, experience and information required by authorised authorities.

Access to Records

Information contained in service records will only be disclosed:

- Within the necessary scope of education and care or medical treatment of the child.
- To a parent of the child to whom the information relates (excluding staff records).
- To NSW Department of Education Authorised Officers.
- To other prescribed bodies as required by legislation.
- To other professionals with the expressed written consent of the person or the person's parent or legal guardian.
- Students and volunteers will only have limited access to children's information, consisting of children's names, dates of birth, country of origin and home language. Access to any other information will only occur with written parental consent. Apart from these authorised persons, no other individuals will have access to family records. All information contained within records is strictly confidential.

Confidential Information

When completing reports, including Incident, Injury, Illness and Trauma reports, the names of other children will not be recorded or disclosed to parents. Incident reports will only be released to the parents of the child to whom the report relates.

Authorisation will be obtained during enrolment for the collection and use of children's photographs. Staff must be aware of the permissions granted for each child and photographs will only be used for authorised purposes. Special permission must be obtained for any use outside those authorised. Photographs will only be taken using CatholicCare IT devices and photographs stored on these devices will be deleted every two weeks.

Information Management

The service will ensure that:

- Records remain confidential and are only accessed by outside parties where required by law or with parental consent.
- Records are stored securely to prevent unauthorised access, with electronic records having restricted access and hard copy records stored in secure filing cabinets.
- Confidentiality is maintained when discussing children, families, staff and educators.
- Sensitive discussions with families occur in private locations.
- Families, educators and staff are informed of the reasons personal information is collected.
- Inaccurate or misleading personal information is corrected.
- Staff and educators understand their legal responsibilities regarding subpoenas, court orders, Child Care Subsidy, taxation and records required by government bodies.
- A child's enrolment at the service is not confirmed to any person without the consent of the child's parent or guardian.

Data Breaches

Where a privacy data breach is known or suspected, staff must immediately report the breach to the Privacy Officer (Executive Manager Quality, Safeguarding, Risk & Compliance). This must occur as soon as possible and no later than 24 hours after becoming aware of the breach.

Who is responsible?

Roles	Responsibilities
Approved Provider	• Ensure the service operates in compliance with the Education and Care Services National Law, National Regulations and all other relevant legislation. • Establish effective governance, leadership and management systems. • Appoint a Nominated Supervisor and ensure suitably qualified and experienced staff are employed. • Ensure policies, procedures and systems support safe, ethical and high quality education and care. • Allocate appropriate financial, human and physical resources to support service operations. • Monitor organisational compliance, risk management and continuous improvement.

Roles	Responsibilities
	• Ensure the service maintains a current Quality Improvement Plan (QIP) and participates in the National Quality Framework.
Practice Manager	• Provide operational leadership, governance support and compliance oversight across allocated services. • Support Directors, Coordinators and Nominated Supervisors to understand and implement legislative and organisational requirements. • Monitor compliance through audits, service visits, supervision and review processes. • Support continuous improvement through coaching, mentoring and professional learning. • Assist with policy development, implementation and review. • Identify, escalate and manage compliance risks and support corrective actions. • Promote consistent governance, quality improvement and best practice across services.
Nominated Supervisor	• Ensure the day to day operation of the service complies with legislative and regulatory requirements. • Implement CatholicCare policies, procedures and governance systems. • Lead educators to provide safe, high quality education and care. • Maintain accurate records and required documentation. • Support staff through induction, supervision, mentoring and professional development. • Foster reflective practice and continuous improvement. • Ensure children, families and staff are informed of relevant policies and procedures. • Report compliance concerns, incidents and risks in accordance with organisational requirements.
Educators	• Comply with all relevant legislation, regulations, policies and procedures. • Maintain current knowledge of legislative and organisational requirements relevant to their role. • Act in accordance with the CatholicCare Code of Conduct and Child Safe principles. • Maintain accurate records and documentation. • Participate in induction, professional learning, supervision and reflective practice. • Identify and report hazards, incidents, risks or compliance concerns. • Contribute to quality improvement and continuous improvement initiatives.
Parents / Guardians	• Work in partnership with the service to support the health, safety, wellbeing and learning of their child. • Provide accurate and current enrolment information and notify the service of any changes. • Comply with relevant service policies and procedures. • Communicate respectfully with staff and contribute to a positive service culture. • Participate in consultation, feedback and quality improvement opportunities where appropriate. • Support the service to meet legislative requirements by providing requested documentation and information.

National Quality Standards (NQS)

Quality Area 7: Governance & Leadership		
7.1	Governance	Governance supports the operation of a quality service that is child safe.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, coordinators, and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

Education and Care Services National Law and National Regulations	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 4	How functions to be exercised
S. 19	Conditions on provider approval
S. 51	Conditions on service approval
S. 162	Offence to operate education and care service unless responsible person is present
S. 166A	Offence to subject child to inappropriate conduct Offences relating to inappropriate conduct
S. 172	Offence to fail to display prescribed information
S. 173	Offence to fail to notify certain circumstances to Regulatory Authority
S. 174	Offence to fail to notify certain information to Regulatory Authority
S.174AA	Educators and other staff members of education and care service to notify certain information
S. 174AB	Approved provider must notify Regulatory Authority of event under section 174AA
S. 175	Offence relating to requirement to keep enrolment and other documents
Part 6A	Devices in Education and Care Services
S. 188	Offence to engage person to whom prohibition notice applies
S. 269B	National Early Childhood Worker Register
S. 269E	Approved provider must give information to the National Authority for the National Early Childhood Worker Register
29	Condition on service approval-insurance
31	Condition on service approval-quality improvement plan
55	Quality improvement plans
56	Review and revision of quality improvement plans
73	Educational program
74	Documenting of child assessments or evaluations for delivery of educational program
84	Awareness of child protection law
104	Fencing
106	Laundry and hygiene facilities

Education and Care Services National Law and National Regulations	
107	Space requirements- indoor space
108	Space requirements- outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
157	Access for parents
158	Children's attendance record to kept by approved provider
160	Child enrolment records to be kept by the approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
167	Record of service's compliance
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures
173	Prescribed information to be displayed
174	Time to notify certain circumstances to Regulatory Authority
175	Prescribed information to be notified to the Regulatory Authority
176	Time to notify certain information to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred
185	Law and regulations to be available

Related documents

CatholicCare policies and practice guidelines

- *Code of Conduct & Ethics Framework*
- *Conflict of Interest Policy*
- *Delegations of Authority Policy*
- *Financial Management Policy*

- *Learning and Development Practice Guideline*
- *Managing Complaints Practice Guidelines*
- *Probity Checks & Renewals Practice Guidelines*
- *Recruitment and Selection Policy*
- *Recruitment and Selection Practice Guidelines*
- *Risk Management Policy*
- *Risk Management Practice Guidelines*
- *Work Health Safety Policy*
- *Work Health Safety Practice Guidelines*
- *Workplace Injury Management Policy*
- *Workplace Injury Management Practice Guidelines*
- *Staff Development Policy*

Children's Services policies

- *Complaints and Feedback Policy*
- *Staffing Arrangements*

Resources

- *Details of Legal Status*

External resources

- *ACNC Governance Standards*
- *Roman Catholic Church Trust Property Act 1936*
- *Work Health and Safety Act 2011*
- *Child and Young Persons (Care & Protection) Act 1988 (NSW)*
- *Child Protection (Working with Children) Act 2012 (NSW)*
- *Children's Guardian Act 2019 (NSW)*
- *Education and Care Services National Law Act*
- *Education and Care Services National Regulations*
- *Work Health and Safety Regulation 2025*
- *Child Safe Standards*
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
- *Australian Charities and Not-for-profit Commission*
- *ACECQA Guide to the National Quality Framework*
- *ACECQA 4 tips for clear service roles and responsibilities*
- *ACECQA Governance and management Policy Guidelines*
- *ACECQA Child Safety Culture Guide*

Glossary

ACECQA – Australian Children's Education and Care Quality Authorities

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

Child Paramountcy

Child paramountcy refers to the obligation to ensure that the best interests, safety, and wellbeing of children are paramount above all other considerations. All decisions, practices, and actions must prioritise the protection and wellbeing of children, particularly where competing interests exist.

ELC

All centre-based services for children aged 0-5 years including Long Day Care and Preschool services.

Governance

Can be defined as encompassing *the system by which an organisation is controlled and operates, and the mechanisms by which it and its people are held to account*.

OSHC

Out of School Hours Care

Practice Manager

A practice manager oversees and supports a cluster of services within a local area. They work with the Nominated supervisor to ensure services operate safely, meet legal and quality requirements, and follow organisational policies. They do not work directly with children day to day.

Risk Assessment

A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.

Sign off and review

This document remains valid until it is either superseded by a new version or officially revoked.

CatholicCare values your input and welcomes feedback on this policy. Your suggestions help us improve and better support your work. Please send any feedback to policy.updates@catholiccaredbb.org.au.

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