



# PROCEDURE FOR MANAGING DISCLOSURE OR SELF-REPORTING BY CHURCH PERSONNEL

## 1. Purpose

This procedure outlines how disclosures or self-reports made by Church personnel regarding charges, convictions, or other matters relevant to safeguarding are managed by the Catholic Diocese of Sale. It ensures a consistent, fair, and confidential process that upholds the principles of the National Catholic Safeguarding Standards (NCSS) and Integrity in Our Common Mission.

## 2. Scope

This procedure applies to all Church personnel engaged in ministry or service within the Catholic Diocese of Sale, including clergy, religious, employees, contractors, and volunteers.

## 3. Guiding Principles

- **Safety:** The safety and wellbeing of children and adults at risk is paramount.
- **Fairness:** All disclosures will be handled impartially, with procedural fairness.
- **Confidentiality:** Information will be shared only with those who need to know.
- **Support:** Support will be provided to those making a disclosure, as well as to others impacted.

## 4. Definitions

- **Disclosure:** When a person informs the Diocese of a charge, conviction, or concern relevant to safeguarding.
- **Self-reporting:** When Church personnel voluntarily disclose information about their own conduct that may be relevant to safeguarding.
- **Relevant offence:** Any offence that impacts the person's suitability to work or minister with children or adults at risk.

## 5. Procedure

### Step 1: Disclosure or Self-Report Made

- The Church personnel member makes a disclosure to Professional Standards Officer or Diocesan Safeguarding Officer.
- Disclosure should be made in writing, or verbally followed by written confirmation.

### Step 2: Acknowledgement and Initial Risk Assessment

- Professional Standards Officer acknowledges receipt of the disclosure.
- An initial risk assessment is conducted to determine if immediate action is required.
- Factors considered:
  - Nature and seriousness of the offence or allegation
  - Current role and access to children or adults at risk
  - Stage of legal proceedings



### **Step 3: Interim Measures**

- Based on the risk assessment, interim measures may be put in place:
  - Temporary stand-down
  - Modification of duties
  - Increased supervision
- The individual is informed in writing and invited to respond.

### **Step 4: Formal Review and Decision**

- A formal review is conducted by the PSO, in consultation with legal advisors if necessary.
- Actions may include:
  - Continuing restrictions or support measures
  - Disciplinary action, including termination of role
  - Notification to external authorities (e.g. Police, Child Protection, Commission for Children and Young People)

### **Step 5: Documentation and Record-Keeping**

- All disclosures and actions taken are recorded securely and confidentially.
- Records are maintained in accordance with privacy and safeguarding policies.

### **Step 6: Support and Communication**

- The person disclosing is offered pastoral or professional support.
- Communication with affected parties is carefully managed to maintain confidentiality and community trust.

## **6. Review**

This procedure will be reviewed every three years or earlier if legislation, Church policy, or safeguarding requirements change.

## **7. Related Documents**

- Code of Conduct
- Safeguarding Policy
- Complaint Handling and Reporting Process
- Privacy Policy
- Reportable Conduct Scheme Guidelines

This procedure affirms our commitment to ensuring that disclosures are received in a safe and respectful environment, and that appropriate, fair and timely actions are taken to protect all members of our community.