

	<b>SAFEGUARDING DOCUMENT CONTROL</b>		<b>Document No:</b>	<b>SG-PRO-001</b>
			<b>Approval Date:</b>	<b>5/08/2020</b>
			<b>Approved By:</b>	<b>M. Willett</b>
			<b>Review Date:</b>	<b>5/08/2023</b>
	<b>Responsible Officer:</b>		<b>Expiry Date:</b>	<b>N/A</b>
	Safeguarding Committee		<b>Issue No:</b>	<b>5/08/2020</b>
	<b>Authorising Officer:</b> Chief Operating Officer			

## 1. Purpose

The aim of this procedure is to ensure that:

- Current versions of Safeguarding documents are available and accessible.
- Obsolete versions of documents are removed from the Safeguarding management system and archived in a systematic manner.
- There is a standard method for numbering documents and forms.

## 2. Scope

This procedure applies to all Australian Catholic Bishops Conference (Conference) Agencies with the exception of Caritas Australia, Catholic Social Services Australia and the National Catholic Education Commission.

## 3. Related Documents

Nil

## 4. Definitions

### Policies

A policy is a document that is required by legislation. The Conference has a number of policies which are required to be implemented to comply with legislative requirements.

### Guidelines

Guidelines state the Conference's general intent and treatment of specific workplace issues. However, they are more flexible and can be adapted to meet the needs of particular situations.

### Procedures

A procedure is a document which clearly states the steps to be taken and methods to be used in completing specific tasks.

### Forms

Forms are documents which are used to gather the specific information required to complete tasks.

### Document Controller

A document controller is a person who has been assigned the task of controlling documents.

### Approver

The Approver is the person who has the authority to approve the document.

### Supervisor

The Supervisor is an Agency Head, a Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

## 5. Responsibilities

### Document Controller

Safeguarding documents for the Conference are controlled by the Safeguarding Committee.

The Document Controller must ensure that:

- All Safeguarding documents are in the standard format.
- All Safeguarding documents are correctly numbered.
- All Safeguarding documents have been approved by the appropriate person.
- Only current versions of Safeguarding documents are accessible through Conference's Safeguarding website.
- All obsolete Safeguarding documents are removed, and archived appropriately.
- All Conference's Safeguarding documents are approved by the required date.
- A database of current Safeguarding documents is maintained.

### Approver

The Approver must:

- Read and approve documents.
- Where appropriate, promote awareness and use of the approved documents.

### Supervisor

The Supervisor is responsible for ensuring that:

- Workers are informed of the existence and contents of policies, guidelines and procedures.
- Only current documents accessible from the employment relations website are in use.
- Obsolete documents have been disposed of.

## 6. General Process for Control of Documents

### Documents

1. Documents related to Safeguarding will may be drafted by a member of the Safeguarding Committee, or any other person nominated by the Safeguarding Committee (depending on the level of knowledge of the subject matter).
2. The draft will be submitted to the Safeguarding Committee for a preliminary review.
3. The draft may be amended according to feedback from the Safeguarding Committee.
4. If required the draft may be distributed to workers and interested parties to obtain feedback. This forms part of the consultative process.
5. The Safeguarding Committee will distribute the final draft of the document to the General Secretary, Agency and Department Heads and other Managers for comment.
6. The Safeguarding Committee will respond to feedback and amend the draft if required.
7. If required, the final draft may be submitted for review by Conference's legal advisor.
8. The final version of the document will be submitted to the Approver for approval.
9. The Safeguarding Committee will distribute copies of the approved document to Conference agencies for dissemination and implementation within agencies.
10. The Safeguarding Committee will post the approved document on Conference's Safeguarding website.

## 7. Processes

**Numbering:** Processes are numbered as follows:  
SG-PRO-xxx SG: The first two letters stand for Safeguarding and denote that this is a Safeguarding document.  
PRO: The second set of letters denotes that this document includes a process.  
XXX: The third set of digits is a unique set of consecutive numbers assigned to the procedure.

**Issue control:** Procedures are controlled by issue dates.

The Approver, date of issue and date of review of procedures is documented in the Safeguarding Document Control Database.

## 8. Forms

**Numbering:** Forms are numbered as follows:  
SGXXX SG denotes that it is a Safeguarding form  
XXX denotes a unique set of consecutive numbers assigned to the form.

**Issue control:** Forms are controlled by issue dates written on the bottom right-hand corner of the form.

### **Generation, Consultation and Approval**

Forms are usually generated and approved in conjunction with the relevant procedure. They follow the same process for generation and approval as procedures.

The number and date of issue of approved forms is given in the Safeguarding Document Control Database.

## 9. External Documents

The Catholic Professional Standards Limited (CPSL) National Catholic Safeguarding Standards is used as a reference in Safeguarding documents. The current version of this document can be obtained from the [CPSL website](#).

## 10. Records

Safeguarding Document Control Database