

## The Partnered Catholic Parishes of:

### Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas the Apostle Greensborough North



## ENGAGEMENT OF CONTRACTORS POLICY

Consistent with the Partnered Parishes' child safety focus, it is important to have in place the necessary processes and practices when engaging contractors to ensure that all reasonable steps are taken to safeguard children and young people.

### Definition of Contractor

A person or organisation other than an employee that undertakes a contract to provide materials and/or to perform a service (e.g. caterer, electrician, bookkeeper, petting zoo operator, children's entertainer).

Within the Partnered Parishes, contractors may be engaged to provide specific goods and services (e.g. catering, plumbing, children's activities) that play an important role in everyday operations.

Compliance requirements in relation to the Safeguarding Children and Young People Framework will vary depending on:

- the nature and duration of the engagement with the contractor (e.g. emergency situation, one-off or ongoing arrangement)
- the likelihood of contact with children and young people
- access to family files and/or financial records.

Consistent with our child safety focus, it is important to be clear of the role of contractors who are engaged within the parishes to ensure that all reasonable steps are taken to safeguard children and young people. To promote and be proactive in our obligations to provide child safety, the Partnered Parishes have developed a list of preferred contractors and provided them with an overview of child safety requirements and have gathered and recorded relevant child safety information. e.g. Working with Children Checks and signed Code of Conduct Declaration.

The six examples below are to be used to assess the employment nature and requirements of contractors in order to ensure compliance with the Partnered Parishes' safety policies and practices.

### **Nature of engagement #1**

Contractor called in an emergency situation where there are no children and young people present.

#### **Example**

Electrician attends the presbytery to fix a lighting problem. The electrician will be onsite for two hours in the presbytery, with no contact with children or young people.

#### **Requirements for compliance with the policy**

The contractor is not required to comply with the expectations set out in the Partnered Parishes Framework for child and young people safety because it is an emergency situation, is a one-off visit and there are no children or young people present.

### **Nature of engagement #2**

Contractor called in for an emergency situation with likely contact with children and young people.

#### **Example**

Electrician attends the presbytery to fix a lighting problem while children are engaged in sacrament preparation in the front room of the presbytery. The electrician will be onsite for 1 hour.

#### **Requirements for compliance with the policy**

As this situation is an emergency situation, the contractor is not required to comply with the expectations set out in the Partnered Parishes Framework for child and young people safety. However, because children are present, supervision will need to be provided at all times to ensure the safety of the children attending sacrament preparation.

### **Nature of engagement #3**

Contractor who is booked to provide goods or services on a "one-off" basis involving likely contact with children and young people.

#### **Example**

A food van contractor has been organised to attend and provide food during the parish fete. The contractor will be onsite all day.

#### **Requirements for compliance with the policy**

The contractor (and their employees) must:

- be provided with a copy of the Safeguarding Children and Young People Policy and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards
- have a current WWCC
- be briefed about child safety on site.

#### **Nature of engagement #4**

Contractor engaged on an ongoing basis with no contact with children and young people.

#### **Example**

Cleaning contractor attends in the evenings to clean the parish hall.

#### **Requirements for compliance with the policy**

The “on-going” nature of the engagement with the contractor requires the contractor to comply with this policy. The contractor (and their employees) must:

- be provided with a copy of the Safeguarding Children and Young People Policy to set clear expectations about child safety and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards
- have a current WWCC which is linked with the parish
- be briefed about child safety on site.

#### **Nature of engagement #5**

Contractor engaged on an ongoing basis with no likely physical contact with children and young people but with access to family files and/or financial records.

#### **Example**

EFG Administration Services has been contracted to provide filing and administration support on a weekly basis.

#### **Requirements for compliance with the policy**

The contractor is required to comply with this Policy. The contractor (and their employees) must:

- be provided with a copy of the Safeguarding Children and Young People Policy to set clear expectations about child safety and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards
- have a current WWCC which is linked to the parish
- be briefed about privacy and confidentiality of files and records to ensure child safety.

#### **Nature of engagement #6**

Contractor engaged on an ongoing basis with likely contact with children or young people.

#### **Example**

A builder and his team are undertaking renovations over a three-month period on a parish building located next to the parish school.

#### **Requirements for compliance with the policy**

The contractor is required to comply with this Policy. The contractor (and employees) must:

- be provided with a copy of Safeguarding Children and Young People Policy and/or demonstrate that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards
- have a current WWCC which is linked to the parish
- be briefed about child safety on site.