



PROTOCOL

Safeguarding Children, Young People and Vulnerable Adults Protocol

Applicable to

The Board of Mercy Partners, employees of Mercy Partners, and sponsored ministries of Mercy Partners.

Protocol Statement

Mercy Partners and its ministries are committed to developing and maintaining the highest safeguarding standards and maintaining environments that support the safety, well-being and participation of all people in accordance with legislative requirements and their mission and values. They are committed to the ethical management of complaints about the conduct of the Mercy Partners Board, employees and sponsored ministries.

Mercy Partners supports its ministries to:

- Prioritise the best interests of all people whom they care for or work with.
- Create a culture of safety and respect in the leadership and governance of their ministry.
- Understand the nature and risks of breaches of safeguarding standards and taking deliberate and immediate steps to prevent it.
- Encourage the participation of children, vulnerable adults, families and communities in providing feedback on and input into decisions that affect their safety and wellbeing.
- Respond to complaints of breaches of safeguarding standards sensitively, respectfully, actively and in a timely manner, in accordance with its lawful obligations and its policies and procedures in each jurisdiction.

Protocol Details

Mercy Partners appoints the Chief Executive Officer/Principal of each of their ministries as its agent for reporting breaches of safeguarding standards to the relevant authority. Mercy Partners requires that all disclosures of alleged breaches by any person including employees, volunteers, or other persons under our care be reported to the Chair of the Board of Mercy Partners via the CEO or the Ministry Liaison Person.

The Board of Mercy Partners supports its ministries by ensuring that:

- The ministry has protective practices, policies, guidelines and procedures in place and fully implemented, and that these comply with legislation and statutory requirements.
- Policies are regularly reviewed to ensure compliance with legislation and best practice.
- Any breaches identified in relation to working with children, young people and vulnerable people checks, are rectified promptly.
- Procedures are in place for the selection, recruitment, professional development and formation of staff and volunteers to ensure the safety and wellbeing of children, young people and vulnerable adults.
- Legislative requirements for professional development for staff and volunteers about recognising and reporting breaches in professional standards are regularly undertaken.
- Ministry boards maintain the safeguarding of children, young people, and vulnerable adults as a standing item on their meeting agendas, ensuring ongoing oversight and accountability.

Mercy Partners Board and Employees

Mercy Partners office will keep registers/records of:

- Training completed by the Board of Mercy Partners and employees relating to safeguarding standards and reporting vulnerable persons concerns.
- Any incidents of alleged breaches of safeguarding standards from the ministries and their management.



PROTOCOL

Legislative References

Queensland Jurisdiction:

- Child Safe Organisation Act (QLD) 2024
- Workplace Health & Safety Act
- Queensland Family and Child Commission Reportable Conduct Scheme
- Other relevant legislation

New South Wales Jurisdiction

- Work Health & Safety Act (NSW) 2011
- New South Wales Children’s Guardian Act 2019 Reportable Conduct Scheme
- Other relevant legislation

Victorian Jurisdiction

- Occupational Health & Safety Act (Vic) 2004
- Child Wellbeing and Safety Act 2005 – Victoria
- Children Legislation Amendment (Reportable Conduct) Act 2017 VIC
- Victorian Commission for Children and Young People Reportable Conduct Scheme
- Other relevant legislation

Version Control

Version #	Overview of updates	Author	Approved By	Date Approved	Next Review Due
2	Added footer and added version control details. Removed reference to Mercy Partners Council Previously SPON 2.08 Professional Standards.	SL	KC	1 July 2022	1 July 2025
3	Updated Australia Professional Standard Ltd to reflect their new name – Australian Catholic Safeguarding Ltd and added the Safeguarding Children and Adults Protocol to this Policy to create a Policy and Protocol.	KC	JL	18 November 2025	18 November 2028
4	Full review of the protocol undertaken and updates made accordingly. Change to Protocol name to remove reference to professional standards and add safeguarding standards.	JL	MP Board	10 June 2026	10 June 2029