

WORKSHOP ON

- 1. THE ASSESSMENT OF MINISTRY SAFETY &**
- 2. HOW TO DEVELOP OF SG GUIDELINES**

- Now, we go to the Instructions for the Assessment and Development of Guidelines Workshop

ASSESSMENT OF MINISTRY SAFETY

Risk-mapping



Assessment of Risk & Protective Factors

Area of Safeguarding*	Risk Factors (Stop/Change)	Protective Factors (Continue)	Strategy for Preventing/Minimizing Risk
Staff & Volunteers			
Policy & Procedures			
Place/ Physical environment			
Activities & Programs			
Organization Culture - how people behave in your organization, e.g. beliefs, values, practices in formal and/or informal (breaks, parties, etc.) settings			
Others: BOT, benefactors, etc.			

- In your workbook, you will find the instructions on how to conduct the assessment of your institution's safety. It has 2 parts: Part 1 is the Risk Mapping and Part 2 is the Assessment of Risk and Protective Factors .
- For the assessment and the guidelines workshop, you will focus only on the areas of concern assigned to your cluster. Hence, if you have been assigned to work on the Presbyterium and the Rectory, do your assessment and guidelines development on these 2 areas alone.
- Now, in Risk Mapping, you will make an illustration assessing the degree to which your institution's agents are exposed to minors and VA. Agents mean those who are authorized to act for your institution, for example, in your diocese, you, the clergy, are agents of it; the employees or volunteers of the diocese too. Regardless of their degree of exposure, whether they have regular or remote contact, are there safeguards in place?
- Then we go to Part 2- the Assessment of Risk and Protective Factors. As you see, this table has 4 columns. Column 1 is labeled as Areas of SG, Column 2 - Risk Factors, Column 3 - Protective Factors, and Column 4 - Strategy for Preventing or Minimizing Risks.
- Let's say, your assigned area of concern is the Rectory. You will assess all relevant areas of SG for Rectory.

- So, you start with the Staff and Volunteers of the rectory in column 1. In Column 2, you identify the risk factors concerning these staff and volunteers. In Column 3, you identify their protective Factors. Then in Column 4, you identify the strategies to minimize or prevent these risk factors.
- Then you go to the next area of safeguarding, the Policies and Procedures related to the Rectory. Then, you go to the next until you are done with all relevant areas of SG.
- Finally, if you are also assigned to work on another area of concern, for example, the Seminary Formation, you repeat the same process.
- Now, when you answer, try to be as specific as possible since you will refer to these when you make your recommendations for the guidelines.

HOW TO DEVELOP SAFEGUARDING GUIDELINES

Track 1

References:

1. Assessment of Protective and Risk Factors
2. Risk-Mapping
3. CAFOD Template

After you have assessed the safety of your assigned areas of concern, in this case, the Presbyterium and the Rectory, you now proceed to developing your SG guidelines.

Since the diocese has no existing document and we are developing your SG document from the start, you will follow the process of TRACK 1 as stated in the workbook. Our objective here is to develop the skeletal framework or beginning form of your guidelines based on what you have learned from this workshop.

Here you will need 3 references; Your 2 outputs - Risk-mapping and Assessment of Risk and Protective Factors, and the The CAFOD Template (title below). We are recommending that you use the CAFOD template in this workshop because it is comprehensive. Many church groups have used this and according to Doc Gabby the PCPM has taken a look at this.

The workbook has the detailed instructions on how to go about this process.

"Template for Developing A child Protection Policy for the Catholic Church"
by Kate Iwi
of the Catholic Agency for Overseas Development or CAFOD.

1. Identify and mark similar items in your outputs

Area of SG	Risk Factors	Protective	Strategies
1. Staff	x some priests let minors enter their bedroom
2. Policies & Procedures	x Pastoral work done at office only
3. Place	x confession in private rooms		x confessions at designated places only

Basically, here's the process:

Step 1: You will go over your outputs to identify and mark similar items. So, for example, if this is your assessment output, look for similar items and mark these to indicate their commonality. Here I use "x" as the mark.

2. Assign a category or label for similar items

CLERGY'S MINISTERIAL & LIVING SPACES

- Some priests let minors enter their bedroom.
- Pastoral work is done at the office only
- Confession done in private spaces of the rectory

3. Restate into procedural statements

CLERGY'S MINISTERIAL & LIVING SPACES

- Conduct pastoral work at the office
- Visitors, minors &/or adults should be received in an appropriate receiving room
- No confessions will be held in private spaces of the rectory

Step 2: After you've marked all similar items in your outputs, assign a category or a label for these items. So, For example, these are the items you marked with X. (from the table we just saw).

- Some priests let minors enter their bedroom.
- Pastoral work is done at the office only
- Confession done at the waiting room or private quarters

You may categorize or label these items as CLERGY'S MINISTERIAL & LIVING SPACES.

Step 3: Restate into the items under this category into procedural statements: (or you may skip this for later)

So, for CLERGY'S MINISTERIAL & LIVING SPACES, you may state your procedures as follows:

- Conduct pastoral work at the office
- Visitors, minors and/or adults should be received in an appropriate waiting or receiving room
- No confessions will be held in private spaces of the rectory

4. Summarize procedures into a policy statement

POLICIES

- The living space of the clergy will be physically separated from the space used for ministerial or pastoral work.
- Priests will hear confessions in designated places only.

5. Repeat steps 1-4 and identify other categories.



Step 4: Make a policy statement/s that summarizes these procedures:

So, for those procedures, you may state policy statements such as these
POLICIES:

- The living space of the clergy will be physical separated from the space used for ministerial or pastoral work.
- Priests will hear confessions in designated places only

Then,

Step 5: Repeat steps 1-5 and identify other categories covered in your outputs.

6. Identify underlying Principles

PRESBYTERIUM

1. Clergy's Ministerial & Living Spaces

- Policy 1

 - Procedure 1

 - Procedure 2

 - Procedure 3

- Policy 2

 - Procedure 1

 - Procedure 2

Principle/s

- Principle 1

- Principle 2

Step 6: When you have covered all items in your assessment outputs, identify the PRINCIPLES that underlie these policies and procedures.

So, for example, under your assignment PRESBYTERIUM, you have the category of CLERGY'S MINISTERIAL AND LIVING SPACES.

Under this category, you were able to identify 2 policies, and procedures for each of these policies.

Now, once you are done with the policies and procedures, you now identify the principle or principles that seem to underlie them.

7. Compare with CAFOD template

8. Summarize your recommendations

PRESBYTERIUM

Category 1

- Policy 1
- Procedures
 - 1.
 - 2.
- Policy 2
- Procedure
 - 1.
- Principles

Category 2

- Policy 1
- Procedures
 - 1.
 - 2.
- Policy 2
- Procedures 1, 2, 3...
- Principles
- 1, 2 ...

Category 3

- Policy 1
- Procedures
 - 1, 2, 3...
- Policy 2
- Procedures
 - 1, 2...
- Principles
- 1, 2 ...

Step 7: Now, compare your recommendations with the CAFOD template, and see what you still need to add from that document.

Step 8: Finally, summarize your recommendations into something like this. Under Presbyterium, for example, you have one or more categories, with their own policies, procedures, and principles.

We recommend that you write this summary in computer as this will be your final output.

Pls give us a copy of this along with your assessment outputs: Risk-mapping and Assessment of Protective and Risk Factors - through the hub or group chat.

Now, here are some things to remember:

1. Your main output from this workshop is a skeletal framework (outline, a rough draft) of your recommendations to the diocesan document. The process of further developing, refining, and finalizing this will continue after this workshop. We are only concerned about the contents - what you think should be included in your guidelines.
2. That is why towards the end of this module, you will plan for the next steps in broad strokes what you need to do in order to fully develop and even implement this document, for example, create a committee composed of the cluster

representatives to continue working on the document.

3. The workbook has the detailed instructions for these tasks.
 4. Finally, if you have questions, our team will be on standby to attend to you.
- END OF TRACK 1. SKIP TO CONCLUSION.