

# FOR LEADERS OF PARISHES AND MINISTRIES

## ESSENTIAL STEPS IN RECEIVING AN ALLEGATION OF REPORTABLE CONDUCT.

### STEP 01

Inform the Office for Safeguarding Diocese of Parramatta (OSDP) within 24 hours.

The Bishop, as Head of a Religious Entity has arranged for the OSDP to directly manage all allegations of reportable conduct for all parishes, ministries and some agencies.

### STEP 02

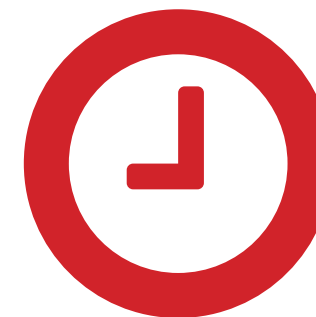
The OSDP must notify the Office of the Children's Guardian (OCG) in 7 working days.

OSDP will work closely with the Leader of the Parish or Ministry to make this report.

### STEP 03

OSDP manages the necessary investigation of the allegation to reach a fair and proper finding. They work closely with the Leader of the Parish or Ministry to complete this.

The Leader of the Parish or Ministry remains responsible for implementing outcomes for their personnel.



## TIME IS CRITICAL

This is an allegation based scheme.

Are you unsure if something may be an allegation?  
Contact OSDP for advice.

Notification and recording occurs centrally in the Diocese through the OSDP.

Office For Safeguarding – Diocese Of Parramatta

☎ (02) 8838 3419

✉ [safeguarding@parracatholic.org](mailto:safeguarding@parracatholic.org)

🌐 [safeguarding.org.au](http://safeguarding.org.au)

Additional resources are available at [safeguarding.org.au](http://safeguarding.org.au)

Fact Sheets can be found at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)



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