



The Missionary Sisters of Service Community

Policy: Safeguarding

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Related Documents:	<ul style="list-style-type: none"> ○ MSS Documents: <ul style="list-style-type: none"> ▪ Code of Conduct ▪ Privacy ▪ Risk Management ▪ Conflict of Interest ▪ Equal Employment Opportunity and Anti-Discrimination ▪ Occupational Health and Safety ▪ Photo and Video Use ○ Integrity in the Service of the Church – A Resource Document of Principles and Standards for Lay Workers in the Catholic Church in Australia updated February 2013 and – Making use of the Integrity in the Service of the Church October 2011 ○ Integrity in Ministry – A Document of Principles and Standards for Catholic Clergy and Religious in Australia April 2014 ○ Towards Healing – Principles and Procedures in responding to complaints of abuse against personnel of the Catholic Church in Australia, January 2010 ○ The MSS Constitutions ○ The MSS Stewardship Council Charter 	



Abbreviations/Definitions:

The MSS Community	The MSS Community is defined as the Missionary Sisters of Service and their entities (namely the Stewardship Council, the Business Finance and Property Committee, and Highways and Byways Ltd), partners, staff and volunteers.
The MSS	Herein known as The Missionary Sisters of Service Properties Held in Trust - the legal entity of the MSS
SC	Stewardship Council, the title given to the body of Trustees of The MSS
HBL	Highways and Byways Ltd

Policy Statement

This Safeguarding Policy (the Policy) operates in harmony with the Commitment Statement of the Missionary Sisters of Service Community (The MSS Community) to the care, safety and protection of children and adults at risk.

The MSS Community recognises that justice, tender love and humility before God must determine the response of The MSS Community to any matter of complaint which may be brought against its members.

The MSS Constitutions inspire The MSS Community in this regard - in particular, two components of Article 95

The style of governance we choose is one of participative leadership which finds expression in

- *Accountability, by which we commit ourselves to be answerable to appropriate personnel and bodies for our life and ministry.*
- *Communication, which implies the readiness to give and receive information, to engage in dialogue and to speak the truth in love for the building up of the body of Christ*

The MSS Community aims to live and work in accordance with Gospel ideals and the values and principles as articulated in the *Constitutions of the Missionary Sisters of Service*, together with the documents *National Catholic Safeguarding Standards*, *Integrity in Ministry (IM)*, *Towards Healing (TH)*, and *Integrity in the Service of the Church [ISC]*.

The Policy comprises three sections:

1. Underlying Principles
2. Purpose and Scope
3. Application of the Policy

Implementation of the Policy is detailed in *The MSS Community Safeguarding Procedures*.



1. Underlying Principles of the Policy

The MSS Community appreciates the formative influence of the documents mentioned above as they guide us towards integrity in our private, public and professional lives. At the same time, we accept that the principles and procedures of *IM, TH and ISC* provide the basis for responding with justice to persons who may have a complaint against any person associated with The MSS Community or its works.

2. Purpose and Scope of the Policy

This Policy complements the documents *National Catholic Safeguarding Standards, TH, IM and ISC*, and is intended:

1. To direct the Congregation Leader, Stewardship Council, and HBL Board of Directors in addressing complaints of an historical nature which relate to:
 - Members or former members of the Congregation, living or dead;
 - Employees or volunteers, or former employees or volunteers, living or dead, of The MSS Community.
2. To assist all members of The MSS Community in their personal responsibility to live and minister in harmony with MSS ideals and values.

3. Application of the Policy

The MSS Community will ensure that the processes below highlight safeguarding in these specific ways:

- a. *Employment* – all advertisements for employment or volunteering with The MSS Community will reference The MSS Community's commitment to the care, safety and protection of children and adults at risk. Contracts will include acknowledgement of the person's understanding, acceptance and personal commitment to safeguarding of children and adults at risk.
- b. *Induction* into working with The MSS Community as an employee or volunteer will include a specific introduction to The MSS Community Code of Conduct and policy documents related to safeguarding.
- c. *Training* for employees and volunteers who are required to engage with children and adults at risk will include compulsory annual professional development in the area of safeguarding.
- d. *Professional Supervision* will be required for all persons in senior management positions within The MSS community.