



PROVINCE WIDE POLICY

Australian Province of the Society of Jesus

Policy Review

Section	Governance (Corporate)
Policy Number	GVC.14.00.00
Application	Australian Province of the Society of Jesus
Endorsing Body	Ministries Commission
Last Endorsed	New document
Next Review	12 months from approval and every 2 years thereafter
Version	1.0
Written By	Province Director of Professional Standards
Approved By	Fr Brian F. McCoy SJ - Provincial

1. POLICY STATEMENT

Consistent with the Province's [Code of Conduct \(Code\)](#) and the Society of Jesus' Instruction on the Administration of Goods (IAG), this Province wide Policy demonstrates our commitment to upholding the highest standards of professional and personal conduct, providing child-safe environments and articulating 'our way of proceeding' (a way of acting and interacting with people, social structures and the environment that respects and fosters their dignity, freedom and relationship with their Creator) in the stewardship of the assets and ministries entrusted to our care.

This Policy sets out the requirements for the review of all Province wide policies, including but not limited to the Code.

2. PURPOSE

To refresh and learn from experiences in implementing Province wide policies regarding the Province's commitment to professional and personal conduct of Jesuits, Partners in Mission and Contractors.

3. KEY REQUIREMENTS

The Province's commitment is supported by these key requirements, with the provision of evidence for meeting these requirements:

- Education and training: Learning from the experiences of Jesuits, Partners in Mission and Contractors to improve the effectiveness of Province wide policies;
- External expectations: Responsiveness to changes in community expectations of professional and personal conduct;
- Legal obligations: Alignment with key changes in such areas as new obligations specified by legislation or other relevant changes; and
- Communication and consultation: Facilitate constructive positive consideration in the ministries of the key requirements and the provision of appropriate evidence and record-keeping.

4. ACTIONS TO ACHIEVE IMPLEMENTATION OF THIS POLICY

The active involvement and commitment of Heads of Ministries and their leadership teams are essential to facilitate effective consultation and feedback on the implementation of Province wide policies.

The requirements to achieve implementation of this Policy are set out below.

Reviews - Code and Child-Safe Policies	Version 1.0	Policy Number – GVC.14.00.00	Page 1 of 4
----------------------------------------	-------------	------------------------------	-------------

Province Director of Professional Standards

4.1 Coordination of reviews

Responsibility for the review of Province wide policies will reside with the Province Director of Professional Standards and will involve the coordination across the Province and review of input from the ministries.

Formal notification of review requirements will be through the Ministries Commission.

Support of the Director will be provided by the Governance, Risk and Compliance Policy Reference Group (**Reference Group**) in reviewing input from the ministries and making recommendations for approval by the Ministries Commission and the Provincial on necessary improvements. This will also involve preparing the proposed action plan to communicate the changes once approved.

The above arrangements also apply to the annual review of the Australian Childhood Foundation Review Self-Assessment of the Province wide policies relating to child safety.

4.2 Consultation

Arrange for consultation on the above reviews to involve Jesuits, Partners in Mission and Contractors from each ministry through focus groups or surveys. Other relevant stakeholders such as unions will also be consulted on significant changes.

4.3 Distribution and communication

Prepare and arrange for the action plan to communicate and distribute revised versions Province wide policies to be approved by the Ministries Commission and the Provincial.

Heads of Ministries

4.4 Facilitate cooperation, consultation and feedback

Review and, where necessary, strengthen communication and feedback procedures that encourage Jesuits, Partners in Mission and Contractors to consider and provide timely comments and input for reviews.

Regularly promote Province wide policies and facilitate discussion on key issues and changes at various communication forums.

Review and, where necessary, strengthen procedures for making this Policy accessible to all Jesuits, Partners in Mission and Contractors at their ministry.

5. Monitor and Review of Policy

This Policy will be monitored for compliance and effectiveness by the Director of Professional Standards. This Policy will be reviewed after 12 months from approval and at least every two years thereafter.

The Ministries Commission will endorse changes to this Policy prior to approval by the Provincial. Policy changes will be communicated to Jesuits, Partners in Mission and other stakeholders, including being placed on the Province and ministry websites.

Interim reviews will occur at any time as required in response to either feedback or changes in legislation/IAG, policy or practices to ensure the information is current, useful and easy to understand.

Any Jesuit, Partner in Mission or Contractor engaged in an incorporated Province ministry who requires assistance in understanding this Policy should in the first instance contact their Head of Ministry. Further questions or concerns about this Policy or its application should then be directed to the Province's Director of Professional Standards.

6. Definitions

Name	Description
Australian Childhood Foundation (ACF)	Engaged by the Province to conduct an accreditation program for all Province Ministries. The accreditation program systematically builds the capacity of organisations to keep children safe from abuse and exploitation by staff, volunteers or other relevant related individuals. Further information can be found on the ACF website: https://www.childhood.org.au/
Code of Conduct	The Province-approved document which sets out what personal and professional standards mean for the Province, the Province's primary obligations and the associated behaviour that are expected of all Jesuits, Partners in Mission and Contractors, and how to report inappropriate behaviour. See: https://jesuit.org.au/wp-content/uploads/Code-of-Conduct.pdf
Contractor	Means a person who is not an employee but is engaged under an independent service contract to complete a specific job or project within a specified time frame for an agreed price. The Code of Conduct applies to Contractors who are permitted to be unsupervised while on ministry grounds e.g. engaged using a tender process and formal induction.
Delegate	Covers the positions of delegates for Social Ministries, Jesuit and Ignatian Spirituality, Jesuit Life and Formation, Pastoral and Diocesan Ministries, Communication Ministries, and the Chair of Jesuit Education Australia and Education Ministries. These delegates are part of the Ministries Commission which functions as the Provincial's executive management team (see definition below).
Document control	Jesuits, Partners in Mission or Contractors who work with printed copies of this document must check the document regularly to monitor version control. Documents are considered 'uncontrolled if printed', as indicated in the footer.
Governance Risk and Compliance Policy Reference Group	Established by the Provincial to develop, review and make recommendations on strengthening risk management and Province wide policies required for the effective mission of the Province Ministries. The Reference Group's work includes preparation of high-level Province wide policies in line with the recommendations contained in the Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse.
Head of Ministry	Means the person who has day to day operational responsibility for a Ministry, such as a Chief Executive Officer, Director or Principal.
Jesuit	Means any Priest or Brother member of the Society of Jesus or someone in formation for those roles (e.g. a novice or a scholastic).
Ministries Commission	Functions as the Provincial's executive management team, meeting regularly to review and plan the work of the Australian Province. Comprises the Socius, Delegates for Pastoral and Diocesan Ministries, Social Ministries, Jesuit and Ignatian Spirituality, Jesuit and Life Formation, Education Ministries and Chair of Jesuit Education Australia, Communication Ministries, Director of Professional Standards and Director of Finance and Special Projects.
Ministry	A Province owned and/or governed organisation at which a Jesuit, Partner in Mission or Contractor works. As parishes are governed by the relevant diocese they are excluded from this definition.
Partner in Mission	Means a lay person involved in the Australian Province of the Society of Jesus and its Ministries as: an employee; a member of a Board or Council; a volunteer; or a consultant.
Provincial	The member of the Society of Jesus, as appointed by the Superior General, holding the office of Major Superior of the Province or, in the case of absence or indisposition, the acting Provincial or, in the event of the office of the Provincial being vacant at any time, the member of the Society of Jesus for the time being performing the duties of Provincial.
Significant changes	Refers to changes made to primary obligations of professional and personal conduct, principles or other fundamental content.
Volunteer	A person who willingly gives their time for the common good of the Province and its ministries without financial gain.

7. Version Control and Change History

Version	Approved Date	Approved By	Short Description for Development or Review	Review Completed by	Consultation Process
1.0	13/11/2019	Provincial	New document	N/A	N/A