

# Safeguarding Journey



DIRECTOR - JENNIFER ORRE



CATHOLIC  
ARCHDIOCESE  
OF SYDNEY

## Welcome to the new look newsletter: *Safeguarding Journey*

Dear Colleagues,

I am excited to welcome you to the newly renamed newsletter, **Safeguarding Journey**. This refreshed newsletter will keep you updated on the latest developments in our safeguarding mission as we work together to protect the most vulnerable in our communities.

Reflecting on the past year, I want to express my gratitude for your ongoing commitment to safeguarding. Whether through support, advocacy, or ensuring compliance, you've helped create a safer environment for all. Thank you for all you do.

Warm regards,  
Jennifer  
Director, Safeguarding and Ministerial Integrity Office

As many of you know, I have recently been appointed Director. It is an honour to step into this role, and I am very much enjoying working with such a dedicated safeguarding team. I also want to acknowledge Fr. Gerry Gleeson's invaluable leadership this year.

As we approach 2025, The Safeguarding Office will focus on strengthening our relationships with parishes, communities, and agencies to enhance our safeguarding efforts.

Finally, I wish you and your families a joyful and peaceful Christmas and New Year. Thank you for your continued support, and I look forward to working with you in the year ahead.

In this newsletter  
you can expect:

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## Staff Profile



### **Jennifer Orre, Director**

Jennifer was appointed Director in September 2024. She holds a Bachelor of Education and a Postgraduate Diploma in Teaching and Learning. With extensive experience across various roles, Jennifer has worked in leadership positions as a teacher, in frontline child protection with the Department of Communities and Justice and the Department of Home Affairs.

Passionate about safeguarding, Jennifer feels privileged to lead the Safeguarding and Ministerial Integrity Office and Team, collaborating with parishes, communities and agency staff to protect and promote the well-being of the most vulnerable individuals.

**Email:** [Jennifer.orre@sydneycatholic.org](mailto:Jennifer.orre@sydneycatholic.org)



### **Suzan (Suzy) Krkach,**

Suzan brings extensive expertise in child protection, safeguarding, training, and care coordination, with a deep understanding of NSW legislation and child safety standards. She has a proven track record in delivering training, promoting safeguarding principles, and ensuring child-safe practices across both government and not-for-profit sectors.

Recently joining the Safeguarding Team, Suzan will play a key senior role, and we look forward to her fostering strong, impactful relationships with our stakeholders.

**Email:** [Suzan.krkach@sydneycatholic.org](mailto:Suzan.krkach@sydneycatholic.org)



### **Patricia Antrum, Case Worker**

Patricia joined the Safeguarding Team in September 2023. She holds a law degree from Switzerland, has worked in a number of positions in child protection in NSW and the ACT and has recently been appointed as a member of the Mental Health Review Tribunal. Patricia brings extensive experience in court work, completing complex risk assessments and child protection investigations.

She feels privileged to contribute to the vital safeguarding work at CAS and the Archdiocese's commitment to a safe and secure environment for all.

**Email:** [Patricia.antrum@sydneycatholic.org](mailto:Patricia.antrum@sydneycatholic.org)

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## Staff Profile



### **Isabella Soriano, Records Coordinator**

Isabella joined the team in July 2024. She is a social science and law student currently in her third year of studies. Isabella has experience in the legal industry as well as work in the public sector.

She is passionate about social justice, and the safeguarding work for children and adults.

**Email:** [Isabella.soriano@sydneycatholic.org](mailto:Isabella.soriano@sydneycatholic.org)



### **Anna Sammut, National Redress Scheme Officer**

Anna holds a double degree in Psychology and Counselling and has been a valued member of the Safeguarding Office since 2018. She initially joined as the Safeguarding Trainer for the Archdiocese before transitioning into her current role as the National Redress Scheme Officer.

In addition to her professional work, Anna volunteers with the Order of Malta, where she serves as the Volunteer Coordinator for NSW/ACT. Recently, she was honored with the Cross of the Order pro Merito Melitensi in recognition of her exceptional contributions to the Order of Malta.

**Email:** [Anna.sammut@sydneycatholic.org](mailto:Anna.sammut@sydneycatholic.org)



### **Jennifer Quah, Operations Officer**

Jennifer (Jenny) joined our team in October 2024, bringing with her eight years of expertise in safeguarding operations, policy, and administration. Holding a Bachelor's degree in Business and a Postgraduate Diploma in Marketing, she applies a strong business systems approach to her role.

Jenny is dedicated to enhancing business efficiency while optimizing user experience, with the goal of creating a seamless interface for the front-line staff at CAS.

**Email:** [Jennifer.quah@sydneycatholic.org](mailto:Jennifer.quah@sydneycatholic.org)

<p><b>SAFEGUARDING &amp; MINISTERIAL INTEGRITY</b></p>	<p>(02) 9390 5814</p>
<p><b>website:</b> <a href="https://sydneycatholic.org/safeguarding-and-child-protection/">sydneycatholic.org/safeguarding-and-child-protection/</a></p>	<p><b>email:</b> <a href="mailto:safeguardingenquiries@sydneycatholic.org">safeguardingenquiries@sydneycatholic.org</a></p>



# 2025 Clergy Conference on Domestic and Family Violence

## 28 August 2025

We are delighted to announce a 2025 Clergy Safeguarding Conference which will address the subject of Domestic and Family Violence. This conference will be on Thursday, 28 August 2025 and will form the mandatory annual safeguarding training that is required of all clergy. Please mark this day in your diary now. This important event will bring together clergy from across the Diocese, and we are truly excited to host you as we explore this crucial issue together.

In the course of your parish ministry you will often meet people who are victims of domestic violence - and it can be very difficult to know how to support people in such difficult situations. This conference on Domestic and Family Violence aims to increase awareness and understanding of the many challenges surrounding this topic. With speakers from law enforcement, the judiciary, and leading support services, this event will offer a comprehensive overview of domestic and family violence.

Our goal is to provide you with valuable knowledge, tools, and resources that will help you better support those in your communities. We are committed to ensuring that you have the guidance and support necessary to offer effective help.

An official invitation will be sent to your email in April 2025.

This is a wonderful opportunity to learn, connect, and engage in meaningful discussions on a subject that is so vital to our mission. We are excited to welcome you and share this enriching experience.

### Event Details

**Date:** Thursday, 28 August 2025

**Time:** 9:45am - 3:30 pm

**Venue:** Waterview (Bicentennial Park)

**Cost:** No charge

**Registration:** [www.trybooking.com/CXNNW](http://www.trybooking.com/CXNNW)

**Please note:** The Safeguarding Office will continue to present Clergy Level 1, 2 and 3 training next year for those who still need to complete these foundational courses. However, please feel free to only attend the Clergy Conference, should you wish, and resume your levelled training in 2026.

**NEW TRAINING  
REGISTRATION**



# 2025 Safeguarding Training

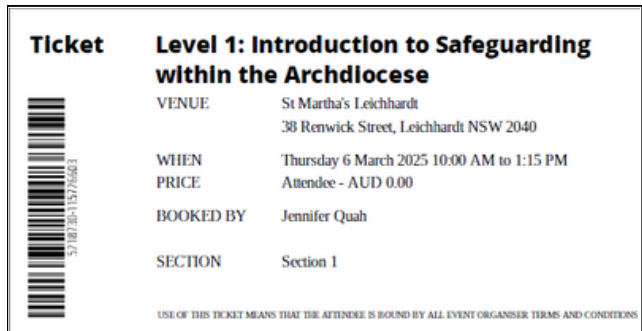
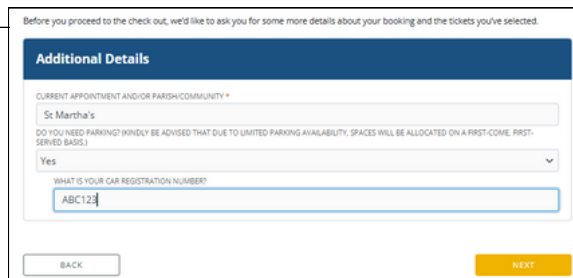
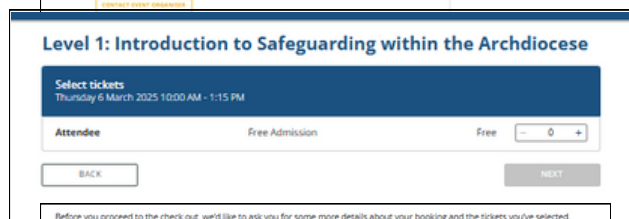
The 2025 Safeguarding Training Schedule is now available on our website. Click on this link: [www.sydneycatholic.org/safeguarding-and-child-protection/safeguarding-resources/](https://www.sydneycatholic.org/safeguarding-and-child-protection/safeguarding-resources/)

**New Booking System** for face-to-face and Teams training in 2025.

We are now using **Trybooking** with separate links for each course on the 2025 training schedule.

### Step-by-Step Guide

1. Click on the Trybooking link to bring up the booking site.
2. Select the date and time.
3. Enter the number of attendees.
4. Enter your current appointment and/or parish/community and role.
5. If this is an in- person training, it will ask if you wish to book a parking space. If yes, enter your car registration number.
6. Enter your email address, name and phone number.
7. Click on “Purchase” and you’ll receive your digital ticket via email. Please note there is no charge for this booking.



The online Induction and Refresher Training are still available via the links on the Safeguarding Webpage. Click here <https://www.sydneycatholic.org/safeguarding-and-child-protection/safeguarding-resources/>



## Safeguarding Support Officers Network

In November, the Office established a working group of Safeguarding Support Officers aimed at fostering mutual support and collaboration between our Safeguarding Support Officers, the Safeguarding Office, and Communities. This initiative is focused on facilitating the sharing of knowledge, experiences, and best practice, which will help build consistency across Parishes and Communities.

The working group will take the lead by

developing a pilot program in the first quarter of 2025, which will refine and strengthen our collaborative approach.

A heartfelt thank you to the Safeguarding Officers who have joined this group, we greatly appreciate the time and commitment you are dedicating to support our mission.

We welcome any feedback and suggestions. Please email us at:

**[safeguardingenquiries@sydneycatholic.org](mailto:safeguardingenquiries@sydneycatholic.org)**



### Safeguarding Support Officer Email Address Changes

If you are a PSSO / CSSO and have a new email address, please notify our Office by emailing:

**[safeguardingenquiries@sydneycatholic.org](mailto:safeguardingenquiries@sydneycatholic.org)**



### 2025 Events Calendar

- 11 Feb **Safer Internet Day**
- 19 - 25 May **Volunteers Week**
- 6 - 13 July **NAIDOC Week**
- 28 August **Safeguarding Clergy Conference**
- 7 September **Safeguarding Sunday**
- 5 - 11 September **Child Protection Week**
- October **Mental Health Month**
- 17-26 October **Children's Week**
- 3 December **International Day of Persons with a Disability**



## Safe Physical and Online Environments

..... why we should not use gmail/hotmail or similar addresses

ACSL strongly recommends that all Church related activities are managed through domain email addresses as a safeguarding risk mitigation measure. These can be generic e.g. sacramentalprog@stthomas.com or admin@stthomas.com

There are several reasons why it is an unsafe practice to use public addresses (Eg. gmail / Yahoo / Hotmail) for Church related activities.

- Privacy: Generic email addresses such as gmail, Hotmail, yahoo etc are not secure and easily hacked. Unless an individual has set up a corporate G Suite account in Google, your free gmail account is capturing and analysing data.

- Chain of ownership of information: this is especially important for security as well as productivity. When several people are involved in Ministry and are using personal email addresses, systematic information management can be lost, or inadvertently shared with others.
- Chain of Evidence: as a safeguarding protective measure, having a chain of evidence in relation to allegations and complaints is very important. These should not be on personal accounts but saved securely within the organisation. This evidence may be subject to subpoenas or requests for information by police and child protection services.

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## Child Related Activity Register - Due Date: January 2025

The Child-Related Activity Registers for the period of July - December 2024 are due back in January 2025 for auditing. Please email your Child-Related Activity Register to **[safeguardingenquiries@sydneycatholic.org](mailto:safeguardingenquiries@sydneycatholic.org)**. The final cut-off date for Child-Related Activity Registers to be returned is 30 March 2024, a report will be produced shortly after, reflecting the compliance rate across all parishes.





## Contacting the Safeguarding Office

The Safeguarding Office is currently undergoing a period of change and to ensure that we are able to respond to all your queries, requests and questions we ask that you direct emails to the following email addresses.

All training requests including face-to-face training, online training, training accounts, clergy training, lay training, training in parishes, requests to be registered for training and

overdue SALT email questions are to be sent to **[safeguardingtraining@sydneycatholic.org](mailto:safeguardingtraining@sydneycatholic.org)**

All enquiries including WWCC information, Child-Related Activity Registers, information requests for safeguarding fact sheet, complaints, request for assistance and support for non-urgent matters, risk assessments and safeguarding resource information are to be sent to

**[safeguardingenquiries@sydneycatholic.org](mailto:safeguardingenquiries@sydneycatholic.org)**

## Template for Christmas out of office emails

The Safeguarding Office hope you enjoy some well deserved rest over the Christmas period. Below is a sample out of office message you may want to use for your community. Please feel free to modify and use as you see fit.

*Thank you for your email.*

*We will respond to your inquiry as soon as possible.*

*Please note that from DATE to DATE the office will be closed for the Christmas / New Year period, and will be reopen on DATE.*

*If your matter is urgent and concerns someone's safety, please contact the Police on 000.*

*For Mandatory Reporters and if your concern is in relation to a child or young person, please call the Child Protection Helpline on 13 21 11.*

*Should you need further assistance you can call the following helplines:*

*Lifeline – 13 11 14*

*Kids Helpline – 1800 551 800*

## Christmas

The Safeguarding Office would like to thank everyone for their support and dedication to Safeguarding within their communities this year. We would also like to thank you for your hard work in submitting the Child Related Activity Register, completing Self Assessment Declarations, participating in Child Protection Week and for those selected parishes and communities who undertook the ACSL audit.



The Safeguarding office would like to take the opportunity to wish you and your loved ones a happy, holy and safe Christmas. Please note the Safeguarding Office will be closed from 20 December 2024 - 5 January 2025.

We are looking forward to working with you all in the new year.

*Merry Christmas and a Happy New Year  
from the Safeguarding Team*