

# Western District Catholic Communities

Incorporating the Catholic Communities of Apsley, Balmoral, Coleraine, Casterton, Dunkeld, Edenhope, Glenthompson, Hamilton, Harrow, Macarthur, Penshurst and Tarrayoukyan.



## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

### Parish Safeguarding Officer

#### ROLE DESCRIPTION

The role of the Parish Safeguarding Officer is to provide support, advice and information on all matters concerning the safeguarding of children and vulnerable adults in the parish.

#### The duties of the Parish Safeguarding Officer are as follows:

- Understand diocesan safeguarding policies and codes of conduct.
- Raise the profile of safeguarding in the parish and report concerns to the Coordinator for Professional Standards about the implementation of diocesan policies and codes of conduct.
- Assist the parish to develop protocols to ensure that organizations which use parish premises to conduct children's activities are compliant with the diocesan Working with Children Check and National Police Record Check policy.
- Assist parishioners in undertaking any training programs – for example, the online learning module about protecting children and vulnerable adults.
- Assist with proactive measures to safeguard children and vulnerable adults.
- Assist in the parish audit of safeguarding practices and the management of the implementation of statutory/policy requirements such as Working with Children Check cards.
- Ensure that child protection is standing agenda at parish council meetings.
- Liaise with the Diocesan Coordinator for Professional Standards in relation to all the above duties.

## SELECTION CRITERIA

The person appointed to this role should:

- Be reliable, a good communicator, trustworthy and discreet;
- Be a regular member of the parish community;
- Demonstrate a commitment to safeguarding children and vulnerable adults;
- Have a knowledge of the principles of *Towards Healing* and *Integrity in the Service of the Church*;
- Have a knowledge of diocesan policies and codes of conduct relating to children and vulnerable adults;
- Have an understanding of the legislative requirements to the reporting of child abuse.

Training in safeguarding and child protection will be provided.

The appointee will require a Working With Children Check Card and Police Check.

The position is voluntary and is supported by the Coordinator for Professional Standards.  
The position does not require a person to undertake investigations.

The appointment is for a period of two years.