



INFORMATION SHEET

PARISH SAFEGUARDING RESPONSIBILITIES

Safeguarding Responsibilities

The leadership of each parish is responsible for ensuring compliance with the requirements of the Children, Young People and Adults at Risk Safety Policy and relevant procedures and practices to promote the safety of children, young people and adults at risk consistent with the:

- Victorian Child Safe Standards
- National Catholic Safeguarding Standards
- National Principles for Child Safe Organisations

The Role of the Parish Safeguarding Officer

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

The Duties of the Parish Safeguarding Officer are as follows:

- Understand Diocesan safeguarding policies and codes of conduct, the Victorian Child Safe Standards, National Catholic Safeguarding Standards and National Principles for Child Safe Organisations.
- Raise the profile of safeguarding in the parish and report concerns to the Coordinator for Professional Standards about the implementation of diocesan policies and code of conduct.
- Assist the Parish to develop protocols to ensure that organisations which use parish premises to conduct children's activities are compliant with the Diocesan Working with Children Check and National Police Record Check Policy.
- Provide assistance to parishioners in undertaking any training programs, for example, the online training module about protecting children and adults at risk.
- Assist with proactive measures to safeguard children and adults at risk.
- 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 safety is a standing agenda item at Parish Council meetings.
- Liaise with the Diocesan Coordinator for Professional Standards in relation to all of the above duties.

Diocesan Coordinator for Professional Standards

Throughout the Diocese the Coordinator for Professional Standards is responsible for;

- Assisting parishes to implement the Children, Young People and Adults at Risk Safety Policy.
- Providing support, advice and training to parishes to strengthen their efforts in relation to child safety.



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- Assisting parishes to comply with the Children, Young People and Adults at Risk Safety Policy and relevant standards.
- Managing concerns, allegations and reports of child abuse and breaches of the Children, Young People and Adults at Risk Safety Policy in accordance with moral, legal and ethical obligations to safeguard children, young people and adults at risk and the Reportable Conduct Scheme.
- Guiding improvements in relation to our approach to child safety across the Diocese (e.g. Children, Young People and Adults at Risk Safety Policy, Safeguarding Children, Young People and Adults at Risk Code of Conduct, compliance, risk management and training) to meet legislative requirements at the state and federal level, and best practice expectations proposed by Catholic Professional Standards Limited.
- Undertaking annual child safety audits

Useful Resources

The 'Safeguarding Children, Young People and at Adults at Risk section of the Catholic Diocese of Ballarat website will serve as a repository of information, resources and templates to assist parishes in their child safety efforts.

The website can be accessed [here](#).

Parishes are encouraged to contact the Professional Standards Coordinator in relation to any questions or concerns in relation to child safety:

Phone: (03) 5337 7121

Email: professionalstandards@ballarat.catholic.org.au