



## Role Description

### Volunteer Parish Safeguarding Support Officer

#### Description

The Parish Safeguarding Support Officer (PSSO) is a volunteer role that **supports** and **assists** the Parish Priest in his Safeguarding responsibilities to ensure the Catholic Archdiocese of Sydney Policies and Protocols are established and maintained to create child safe environments in the Parishes of the Catholic Archdiocese of Sydney.

This role is to support the Parish Priest and parish community in implementing preventative Safeguarding strategies. This role does not include any involvement in dealing with any Child protection complaints or allegations. All complaints should be referred to the Parish Priest for reporting purposes.

#### Role Functions

The PSSO **must be willing to** support the Parish Priest by:

- Promoting, facilitating and assisting volunteers to access and complete the Online Safeguarding Induction Training
- Providing face to face Safeguarding Induction training for volunteers who for some reason are unable to utilise the Online Training module
- Raising the profile of and promoting safeguarding within the parish to assist clergy to maintain a child safe parish and community via the use of Safeguarding resources
- Reporting to the Parish Priest on any issues of concern that come to their attention for the Parish Priest to manage
- Assisting the Parish Priest and other volunteer leaders of children's activities to conduct risk assessments and implement mitigation strategies to safeguard children from risk of harm. The Parish Priest is required to give final approval and sign off of all Risk Assessments
- Supporting the Parish Priest and Parish Secretary to ensure Working With Children Check (WWCC), signed Code of Conduct for Working with Children and safeguarding training records are maintained
- Supporting the Parish Priest in completing Safeguarding Self-Assessments, and Action Plans for Continuous Improvement
- Assisting the Parish Priest to maintain and monitor the Visiting Clergy Register ensuring a copy is sent to the Chancery Office every six months (01 January & 01 July each year)

#### Relationships

The PSSO will report directly to the Parish Priest. The PSSO will support the Parish Priest in his Safeguarding responsibilities to ensure a safe Parish environment. The PSSO will report directly to the Parish Priest. The PSSO can access support and advice from the Catholic Archdiocese of Sydney Safeguarding and Ministerial Integrity Office.

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## Selection Criteria

Volunteers for the role of PSSO will:

- Be nominated by the Parish Priest
- Attend Mass in the parish where they are nominated
- Have or be willing to attend **Level 1 Safeguarding training**
- Attend **Spreading the Message** training to obtain PSSO certification from the Safeguarding and Ministerial Integrity Office.
- Be willing to attend ongoing training and development as required by the Parish Priest or Safeguarding and Ministerial Integrity Office
- Hold a current and verified Working With Children Check (WWCC)

*I have read and understood the contents of this role description and am willing to volunteer to assist the Parish Priest to ensure the safety, wellbeing and protection of children and young people.*

<b>Name:</b>		<b>Date:</b>	
<b>Signature:</b>			