

# STANDARD 1



## Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture

### 1.2.3 The entity appoints and promotes the role of Safeguarding Co-ordinator(s), with clearly defined responsibilities for safeguarding children at diocesan, religious institute or ministerial PJP level.

*Sample wording for a Parish Safeguarding Volunteer role description.*

**Position Title:** Parish Safeguarding Volunteer

**Reports to:** Parish Priest/Professional Standards/Safeguarding Manager

#### Position Rationale

This position is responsible for ensuring that the parish is aware of the importance of safeguarding and supporting the fundamental obligation of **[Insert name of parish]** to ensure the proper safeguarding of children and vulnerable adults.

#### Major accountabilities

- Promote safe practice in parish activities, including what is appropriate and inappropriate behaviour, for example:
  - Robust recruitment practices for all staff and volunteers engaged to provide services or ministry to children. These include:
    - clear role descriptions for all Church personnel, including volunteers, who work or volunteer with children;
    - interview practices include behavioural and motivational interviewing techniques to assess a candidate's suitability to work with children;
    - referee checks to assess a candidate's suitability to work with children; and
    - background checks (Working with Children Checks and/or Police Checks).
  - Ensure systems are in place for accurate and up-to-date record keeping in relation to currency of Working with Children Checks and/or Police Checks.
  - Risk management plans for all activities with children including activities such as camps, overnight activities and home visits.
- With the Parish Priest, assist the administration of the **[Insert name of diocesan safeguarding policy]**.
- Ensure that policies and procedures to identify and report disclosures or suspicions of harm/abuse are understood and applied within the parish.
- Support the provision of training and education, both induction and ongoing professional development, to staff members, clergy, religious and volunteers. Areas include, but are not limited to, the following:
  - Code of Conduct,
  - safeguarding risk management,
  - Child Safeguarding Policy and other relevant policies,
  - Complaint Handling Policy and procedures,
  - reporting obligations, and
  - e-safety.

- Ensure the maintenance of systems for accurate and up-to-date record keeping in relation to all training activities, including monitoring and reporting on compulsory participation where required.
- Ensure the Parish Pastoral Council understands the [Insert name of diocesan safeguarding policy] and is aware of its administration in the parish.

### **Key Communications**

- The Parish Safeguarding Volunteer works with:
  - **[Insert name of diocesan safeguarding/professional standards coordinator]** or;
  - paid staff, volunteers, clergy, brothers, sisters, and **[leaders/managers]** of **[internal agencies]** to develop and promote safeguarding practices.
- Communicate with the wider parish regarding safeguarding concerns.

### **Knowledge, Skills and Experience**

- Demonstrate a commitment to safeguarding children and vulnerable adults.
- Have a sound understanding of the **[Insert name of diocesan safeguarding policy]**.
- Ability to act with tact and discretion and to maintain confidentiality
- Be a regular member of the parish community and demonstrate willingness to uphold the teachings and values of the Catholic Church
- Honesty, reliability and high standard of integrity
- Current valid Working with Children Check and undertake a National Police History Check

#### Desirable:

- Relevant tertiary qualifications and/or equivalent experience
- Working knowledge of child protection, child safety, reportable conduct and other relevant legislation
- Experience working within a Catholic entity

