

# 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 Safeguarding Co-ordinator role description.*

**Position Title:** Safeguarding Co-ordinator

**Reports to:** Bishop/Chancellor/Vicar General/Congregational Leader

**Position Rationale:**

This position is responsible for co-ordinating, overseeing and monitoring the fundamental obligation of the **[Insert name of Church entity]** to ensure the proper safeguarding of children.

#### Major accountabilities

- In line with the National Catholic Safeguarding Standards, liaise and provide advice to the Bishop/Archbishop/Congregational Leader on all matters relating to the safeguarding of children.
- Maintain knowledge of relevant legislation relating to child safeguarding to ensure **[Insert name of Church entity]** maintains compliance at all times.
- In consultation with leadership, develop and/or review policies for the safeguarding of children.
- Ensure that clear policies and procedures are developed and communicated to staff members to identify and report disclosures or suspicions of harm/abuse.
- Communicate policies to relevant staff members, including clergy, religious, paid and volunteer staff.
- Provide and/or co-ordinate 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 systems are in place for accurate and up-to-date record keeping in relation to all training activities, including monitoring and reporting on compulsory participation where required.
- Develop and promote safeguarding practices including, 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 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.
- Liaise with external organisations that use diocesan/congregational premises to ensure compliance with their responsibility for the welfare and safety of children in their care.
- Develop and assist in the implementation of entity policies concerning the notification and response to abuse, the investigation of allegations of child abuse, reportable conduct and other complaints as required.

**Where complaint handling is included in the scope of the role:**

- Work closely with other staff within the entity where all complaints of sexual and other abuse against clerics, religious, employees or Volunteers within the entity could be received and need to be managed.
- Liaise with offices of employment relations, State Ombudsman, Commissions for Child Safety, Professional Standards Office, insurance companies and legal firms.
- Provide supported access for complainants and their families (where appropriate) to appropriate pastoral and clinical support services.

**Key Communications**

- The Co-ordinator works with paid staff, volunteers, clergy, brothers, sisters, and **[leaders/managers]** of **[internal agencies]** to develop and promote safeguarding practices.
- The Co-ordinator liaises with other Church agencies, as well as relevant government agencies as required.

**Knowledge, Skills and Experience**

- Relevant tertiary qualifications and/or equivalent experience
- Working knowledge of child protection, child safety, reportable conduct and other relevant legislation
- Demonstrated ability to develop and deliver effective and targeted training programs
- Demonstrated ability to build and maintain collaborative relationships with internal and external stakeholders
- Demonstrated experience in policy development and review
- High level written and oral communication skills
- Ability to work autonomously and be responsible and accountable for own work
- Ability to act with tact and discretion and to maintain confidentiality
- Willingness to uphold the teachings and values of the Catholic Church
- Honesty, reliability and high standard of integrity
- Current valid Working with Children Check

**Desirable:**

- Experience working within a Catholic entity
- Working knowledge of Catholic Church structures

Adapted from material sourced from *National Committee for Professional Standards*

