

**The Partnered Catholic Parishes of:
Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas the
Apostle Greensborough North**



Role Description – Safeguarding Committee Member

Position Purpose:	The key purpose of the role of Safeguarding Committee Member is to work collaboratively with the leadership of the Partnered Parishes of Sacred Heart Diamond Creek, St. Mary's Greensborough and St. Thomas the Apostle Greensborough North to promote the safety of children and young people.
Requirements:	- is committed to safeguarding children and young people from all forms of abuse and harm - understands the legal responsibility to report any disclosure of abuse. Knows that, if a disclosure of abuse is ever made, the child or young person is to be believed and supported with kindness. In such a case, a parishioner volunteer is responsible to report while maintaining confidentiality. The Parish Priest or the Parish's Safeguarding Officer is available for support. Further guidance is available at the Safeguarding Unit of the Archdiocese of Melbourne (Telephone 03 (9926 5621) or Pathways Victoria 03 (7064 3940) - has a current Working with Children Check or Victorian Institute of Teaching registration and has registered the Parish as a place where volunteering. - is well informed and able to interpret the requirements of the Partnered Parishes' Safeguarding Policy and CAM Framework which encompasses the requirements of the Victorian Child Safe Standards - while engaged as a volunteer you may receive or overhear confidential information regarding people or entities – other organisations, volunteers, staff or parishioners. Confidential information received or overheard must be kept confidential. This is a legal requirement. Using or disclosing confidential information you've learnt during the course of your role with staff, parishioners, family, friends or other volunteers is not acceptable or tolerated unless specified as part of your role. Discussion in any form is prohibited including online or in-person. If you have any concerns, please discuss your

	confidentiality and privacy obligations with the parish priest • attends two monthly Committee meetings and others as requested
Training:	• completes the Essential Training Module on a three-yearly basis which includes the signing of the Code of Conduct • completes other relevant training modules as requested
Role:	• promotes the importance of and fosters an understanding of child safety • facilitates the communication of information in relation to child safety within the Partnered Parishes • implements, maintains and/or reviews child safety processes and procedures to support the wellbeing and safety of children and young people with input from relevant stakeholders e.g., priest, parish administration, parents, children and young people, program leaders, pastoral associates • engages in and/or reviews risk management processes to promote the safe participation of children and young people in programs, activities and events • involves children and young people (and their families) in decision-making and planning to promote child safety • ensures that reporting processes for concerns and/or allegations are well communicated across the Partnered Parishes and acts as a first point of contact in relation to child safety concerns, reports or allegations and complies with reporting protocols for child abuse reports and allegations • participates in and/or delivers child safety information/ training • monitors ongoing compliance with the CAM Safeguarding Children and Young People Framework which encompasses the requirements of the Victorian Child Safe Standards • models positive participation and cooperation, and fosters an understanding of child safety in the Partnered Parishes • the Safeguarding Committee will meet every two months and report progress to the Parish Pastoral Council annually • documentation (e.g., meeting minutes, correspondence, risk assessments, communication) in relation to the Safeguarding Committee is to be kept by the Partnered Parishes and stored securely. These records will form part of the evidence base for the Partnered Parishes' efforts to safeguard children and young people • on an annual basis, complete the self-assessment/audit tool

