



St Martin of Tours – Macleod Parish

A faith community where Christian service thrives and shared ministry is developed

Parish Safeguarding Committee

1. Preamble

Within St Martin of Tours Parish in the Catholic Archdiocese of Melbourne [‘CAM’] the parish leadership is responsible for ensuring compliance with the requirements of the Safeguarding Children and Young People Policy and relevant procedures and practices to promote the safety of children and young people consistent with the:

- Child Safe Standards (Victoria)
- National Catholic Safeguarding Standards
- National Principles for Child Safe Organisations

Specifically, within the parish of St Martin of Tours, the Parish Priest has a legal obligation under the *Child Wellbeing and Safety Act 2005* (Vic) to ensure that safeguarding measures are in place to keep children and young people safe from abuse and harm.

2. Role of the Safeguarding Committee

Under the National Catholic Safeguarding Standards, the Parish Priest is required to establish a **Safeguarding Committee** which provides advice to, and works with, the Parish Priest to ensure policies, processes and practices are in place to protect children and young people.

The Committee’s role is to assist the Parish Priest so that the Safeguarding Children and Young People Policy is embedded across the parish and compliance requirements are met by:

- (i) promoting child safety within their community and fostering an understanding of the importance of child safety
- (ii) working collaboratively with the Parish Priest to promote the safety of children and young people
- (iii) implementing, maintaining and/or reviewing child safety processes and procedures to support the wellbeing and safety of children and young people with input from relevant stakeholders, eg priest, parish administration, pastoral associates, parents, children, young people, program leaders
- (iv) engaging in and/or reviewing risk management processes to promote the safe participation of children and young people in programs, activities and events
- (v) involving children and young people (and their families) in decision-making and planning to promote child safety
- (vi) ensuring that reporting processes for concerns and/or allegations are well communicated across the parish
- (vii) acting as a first point of contact in relation to child safety concerns, reports or allegations and complying with reporting protocols for child abuse reports and allegations in a sensitive and supportive manner
- (viii) participating in and/or delivering child safety information and training

- (ix) monitoring ongoing compliance with the CAM Safeguarding Children and Young People Framework which encompasses the requirements of the Victorian Child Safe Standards
- (x) working with the Parish Priest to summarise compliance with the requirements of the Safeguarding Children and Young People Framework on an annual basis (self-assessment/audit process), to be presented to the Safeguarding Unit of CAM.

3. Membership of the Safeguarding Committee

The membership of the Committee will comprise the Parish Priest and up to four parish personnel, as invited by the Parish Priest and may include:

- Parish Pastoral Associate (usually)
- program coordinators, who may be employees or volunteers involved in child and youth related work and ministry
- volunteers with child safety expertise and/or commitment to safeguard children and young people – such as lawyer, HR professional, teacher, early childhood education worker, police officer, social worker, youth worker
- parent representatives.

Membership of the Committee will be reviewed by the Parish Priest on an annual basis, usually following confirmation of the membership of the Parish Pastoral Council.

The Safeguarding Committee is an advisory committee only. Committee members are not themselves subject to the legal obligations under the *Child Wellbeing and Safety Act 2005* or the Child Safety Standards made under it by virtue of them being a member of the Committee – the legal obligation remains with the Parish Priest.

4. Responsibilities of Members of the Safeguarding Committee

Safeguarding Committee members:

- Promote the importance of and foster an understanding of the child safety
- Facilitate the communication of information in relation to child safety within the parish
- Implement, maintain and/or review child safety processes and procedures to support the wellbeing and safety of children and young people with input from relevant stakeholders, eg priest, pastoral associates, parish administration, parents, children and young people, program leaders
- Engage in and/or review risk management processes to promote the safe participation of children and young people in programs, activities and events
- Involve children and young people (and their families) in decision-making and planning to promote child safety
- Ensure that reporting processes for concerns and/or allegations are well communicated across the parish, agency or entity and act as a first point of contact in relation to child safety concerns, reports or allegations and comply with reporting protocols for child abuse reports and allegations
- Participate in and/or deliver child safety information and training
- Monitor ongoing compliance with the CAM Safeguarding Children and Young People Framework which encompasses the requirements of the Victorian Child Safe Standards

- Model positive participation and cooperation and foster an understanding of child safety at St Martin of Tours parish.

Members of the Committee are in effect 'Safeguarding Officers' for the parish who can act as points of contact for advice, support and direction in relation to child safety matters.

5. Meetings of the Safeguarding Committee

The Committee will meet four or more times per year and report progress to the Parish Pastoral Council on a quarterly basis.

Minutes of meetings and other documentation (eg correspondence, risk assessments, communication) in relation to the Safeguarding Committee are to be kept by the parish and stored securely. These records will form part of the evidence base for the parish efforts to safeguard children and young people.

Document Information

Date	Document Version	Approval Authority	Comment (eg minor review, major revision)
06 October 2020	1.0	Parish Priest	inaugural version
21 March 2023	1.1	Parish Priest	Minor review

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