

Safeguarding Committee Position Description

BAYSIDE CATHOLIC MISSION



St James
Gardenvale



St Joan of Arc
Brighton



St Mary's
Hampton



Sacred Heart
Sandringham



Nazareth
Ricketts Point

Purpose of the position

Position: *Safeguarding Committee Member (or Safeguarding Officer)*

Updated: *06/10/2020*

The key purpose of the role of Safeguarding Committee Member is to work collaboratively with the leadership of our Parish, within the community of the Bayside Catholic Mission (BCM), to promote safeguarding of Children & Young People and Adults.

Responsibilities and duties - Safeguarding Committee members:

- Promote the importance of and foster an understanding of safeguarding for children, young people, and adults.
- Facilitate the communication of information in relation to child/young person/adult safeguarding within our parish and the communities of the BCM.
- Implement, maintain and/or review safeguarding processes and procedures to support the wellbeing and safety of children, young people and adults with input from relevant stakeholders e.g. priest, pastoral associates, parish administration, BCM Safeguarding Committee (SGC), parents, children, young people, adults at risk, program leaders.
- Engage in and/or review risk management processes to promote the safe participation of children, young people, and adults in programs, activities, and events.
- Involve children, young people, adults at risk and their families in decision-making and planning to promote safeguarding for all.
- 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 safeguarding concerns, reports or allegations and comply with reporting protocols for abuse reports and allegations
- Participate in and/or deliver safeguarding information and training.
- Monitor ongoing compliance with the Catholic Archdiocese of Melbourne (CAM) Professional Standards Unit (PSU) Safeguarding Children and Young People Framework which encompasses the requirements of the Victorian Child Safe Standards.
- Model positive participation, cooperation and foster an understanding of safeguarding within our parish and the Bayside Catholic Mission.
- Represent our parish and liaise with the Safeguarding Committee of Bayside Catholic Mission as required.

Bayside Catholic Mission is committed to safety, wellbeing and dignity of all children, young people and adults.

Safeguarding is everyone's responsibility.

The Safeguarding Committee will meet a minimum of 4 times per year reporting progress to the Parish Pastoral Council on a quarterly basis.

Documentation (e.g. meeting minutes, correspondence, risk assessments, communication) in relation to the Safeguarding Committee is to be kept by our Parish and stored securely. These records will form part of the evidence base for the parish efforts to safeguard children and young people.

The Catholic Archdiocese of Melbourne Professional Standards Unit will require the leadership of each parish, agency, or entity with its Safeguarding Committee to summarise its compliance with the requirements of this policy on an annual basis (self-assessment/audit). Legal responsibility lies with the CAM approved leader of the parish or entity.

The Safeguarding Committee is an advisory committee only. This means that committee members are not themselves subject to the legal obligations under the Child Wellbeing and Safety Act 2005 or the Child Safety Standard made under it by virtue of them being a member of the Committee – the legal obligation remains with the leadership of the parish, agency or entity e.g. The Archbishop, Parish Priest or CEO.

Bayside Catholic Mission is committed to safety, wellbeing and dignity of all children, young people and adults at risk.

Safeguarding is everyone's responsibility.