

**Position Title: Parish Safeguarding Officer**

The role of the Parish Safeguarding Officer is to provide support, advice and information on all matters concerning the safeguarding of children and vulnerable adults in the parish.

**The duties of the Parish Safeguarding Officer are as follows:**

- Understand Diocesan safeguarding policies and codes of conduct and the Victorian Child Safe Standards
- Raise the profile of safeguarding in the parish and report concerns to the Coordinator for Professional Standards about the implementation of diocesan policies and code of conduct.
- Assist the Parish to develop protocols to ensure that organisations which use parish premises to conduct children's activities are compliant with the Diocesan Working with Children Check and National Police Record Check Policy.
- Provide assistance to parishioners in undertaking any training programs, for example, the online training module about protecting children and vulnerable adults.
- Assist with proactive measures to safeguard children and vulnerable adults.
- Assist in the parish audit of safeguarding practices and the management of the implementation of statutory/policy requirements such as Working with Children Check Cards.
- Ensure that child protection is a standing agenda item at Parish Council meetings.
- Liaise with the Diocesan Coordinator for Professional Standards in relation to all of the above duties.

**Selection Criteria.**

The person appointed to this role should:

- Be reliable, a good communicator, trustworthy and discreet.
- Be a regular member of the parish community.
- Demonstrate a commitment to safeguarding children and vulnerable adults.
- Have a knowledge of the principles of Towards Healing and Integrity in the Service of the Church
- Have a knowledge of diocesan policies and codes of conduct relating to children and vulnerable adults.
- Have an understanding of the legislative requirements relating to the reporting of child abuse.

Training in safeguarding and child protection will be provided.

The appointee will require a Working with Children Check Card and a Police Check.

The position is voluntary and is supported by the Coordinator for Professional Standards. The position does not require a person to undertake investigations

The appointment is for a period of two years.

Michael Myers 24/03/2016

