



## Role Description

**Position:** Safeguarding Committee Member

**Updated:** 23 September 2021

### Purpose of the Position

The key purpose of the role of Safeguarding Committee Member is to work collaboratively with the Sacred Heart Parish Leadership Team to promote the safety of children and young people.

### Responsibilities and duties

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 Sacred Heart Catholic Church Kew.
- 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 e.g. priest, parish administration, parents, children young people, program leaders, pastoral associates.
- 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 Sacred Heart Catholic Church Kew

The Safeguarding Committee will meet twice per year and report progress to the Sacred Heart Parish Leadership Team on a quarterly basis.

Documentation (e.g. meeting minutes, correspondence, risk assessments, communication) in relation to the Safeguarding Committee is to be kept by each parish, agency or entity and stored securely. These records will form part of the evidence base for the parish, agency or entity's 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).