



## Safe Guarding Coordinator

Document: Policy - 10.06

Rev. 2

Effective June 2023

### 10.00 Safeguarding

#### 10.06 Safeguarding Coordinator

**Reports to:** Archbishop

**Position Rationale:** This position is responsible for coordinating, overseeing and monitoring the fundamental obligation of the New Norcia Parish and workplace to ensure the proper safeguarding of children and adults at risk.

#### **Major Accountabilities:**

- In line with the National Catholic Safeguarding Standards, liaise and provide advice to the Archbishop on all matters relating to the safeguarding of children and adults at risk
- Maintain knowledge of relevant legislation relating to safeguarding to ensure New Norcia Parish and workplace maintains compliance at all times
- In consultation with leadership, develop and or review policies for the safeguarding of children and adults at risk
- Ensure that clear policies and procedures are developed and communicated to all personnel to identify and report disclosures or suspicions of harm or abuse
- Communicate policies to relevant personnel , including Monks, religious, paid and volunteer staff & contractors
- Provide and/or coordinate training and education, both induction and ongoing professional development, to staff, monks and volunteers
- Areas include but are not limited to, the following:
  - Safeguarding Code of Conduct
  - Safeguarding Risk Management
  - Safeguarding Policy and other relevant policies
  - Complaint Handling Policy and Procedures
  - Reporting obligations
  - E- safety and Cultural Safety
- Ensure systems are in place for accurate and up to date record keeping in relation to all training activities, including monitoring and reporting on compulsory participation where required
- Develop and promote safeguarding practices including
  - Robust and appropriate recruitment processes for all staff and volunteers who work or volunteer with children and adults at risk
  - Clear position descriptions for all Church and workplace personnel including volunteers who work or volunteer with children and adults at risk
  - Interview practices include behavioural and motivational interviewing techniques to assess a candidate's suitability to work with children and adults at risk
  - Referee checks to assess suitability to work with children and adults at risk
  - Background checks (working with children/police checks)



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- Ensure systems are in place for accurate and up to date record keeping in relation to currency of Working with children checks and or police checks
- Liaise with customers using the group facilities to ensure compliance with their responsibility for the welfare and safety of children and adults at risk in their care
- Develop and assist in the implementation of entity policies concerning the notification and response to abuse; the investigation of allegations of child abuse, reportable conduct and other complaints as required
- Work closely with other staff where all complaints of sexual and other abuse against anyone within New Norcia Parish or workplace are received and need to be managed
- Liaise with the Safeguarding Officers, HR Dept, State ombudsman, Commissioners for Child Safety, Professional Standards Office, insurance companies and legal firms
- Provide supported access for complainants and their families (where appropriate) to appropriate pastoral and clinical support services

### Key Communications

- The Coordinator works with Monks, paid staff, volunteers and any other parties to develop and promote safeguarding practices
- The Coordinator liaises with other Church agencies as well as relevant government agencies as required

### Knowledge, Skills and Experience

- Relevant tertiary qualifications and or experience
- Working knowledge of child protection, child safety, reportable conduct and other legislation
- Demonstrated ability to develop and deliver effective and targeted training programmes
- Demonstrated ability to build and maintain collaborative relationships with external and internal stakeholders
- Demonstrated experience in policy development and review
- High level written and oral communication skills
- Ability to work autonomously and be responsible and accountable for own work
- Ability to act with tact and discretion and to maintain confidentiality
- Willingness to uphold the teachings and values of the Catholic Church
- Honesty, reliability and high standards of integrity
- Current valid Working with Children Check
- Experience working within a Catholic entity
- Working knowledge of Catholic Church structures