

 NEW NORCIA SERVICES	Procedure	
	Appointing a Safe Guarding Committee	
Document: Procedure - 10.11	Rev. 2	Effective June 2023

10.00 Safeguarding Policy

10.11 Appointing a Safeguarding Committee

The Safeguarding Committee is a formally constituted Committee within New Norcia Parish and workplace reporting to the Abbot and Safeguarding Coordinator (John Herbert) and chaired by him.

The Safeguarding Committee has delegated authority to oversee and monitor policies, procedures and practices which safeguard children and adults at risk engaging with the New Norcia Parish or visiting the workplace and to ensure safeguarding functions are embedded in the governance structures and practices of the New Norcia Parish and workplace.

The Committee has a maximum membership of three with the Chairperson being the Abbot and Safeguarding Coordinator.

Purpose of the Safeguarding Committee

- To oversee the effective ongoing implementation of child safeguarding practices, including the Safeguarding Policy and related procedures and practices, in relation to all children and adults at risk engaged with the New Norcia Parish and workplace.
- Coordinates annual self – audits at a local level of compliance with New Norcia Parish and workplace requirements in line with the National Catholic Safeguarding Standards.
- Monitors and tracks progress and reviews the Safeguarding Implementation Plan for New Norcia Parish and workplace.
- May provide support and advice in relation to complaint handling, including to responses to and support for all persons affected by reported/alleged incidents relating to breaches of safeguarding

Responsibilities

The onus is on the Committee to support New Norcia Parish and workplace to fulfil their responsibilities in relation to safeguarding by:

- Identifying and contributing to the development and/or ongoing review of the Safeguarding Policy, Commitment Statement and appropriate elements of the Code of Conduct
- Contributing to the development of the New Norcia Parish and workplace Safeguarding Implementation Plan which outlines the monitoring and continual improvement of safeguarding practices
- Monitoring, tracking progress and regularly reviewing the Safeguarding Implementation Plan
- Supporting the Abbot, Parish Priest and Safeguarding Coordinator (John Herbert) and New Norcia Parish and workplace to implement all aspects of the National Catholic Safeguarding Standards
- Monitoring local and national implementation of safeguarding legislation and policy to ensure practice is appropriate, effective and consistently applied across New Norcia Parish and workplace

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- Ensure children and adults at risk are given opportunities to understand and contribute appropriately to the New Norcia Parish and workplace’s safeguarding practices
- Supporting the Abbot and Safeguarding Coordinator (John Herbert) and the New Norcia Parish and workplace to engage and openly communicate with families, carers, communities and leaders within those groups attending New Norcia for various activities and events about New Norcia Parish and workplace safeguarding approach, including receiving input and feedback on the effectiveness of the approach

Term of Office

- Members are appointed for a term of two years
- Gaps in knowledge, skill or background of the Committee are reviewed annually and the Chair make recommendations to the Church Authority for any necessary changes or additions to membership
- Members are approved by the Abbot and Safeguarding Coordinator (John Herbert) and the Diocesan Safeguarding Program

Frequency of Meetings

The Committee should meet at least four times per year and will endeavour to achieve consensus in relation to matters requiring a decision.

In the absence of consensus, matters for decision by the Committee shall be decided by a majority of votes of those present, after due consultation with external authorities.