



PARISH SAFEGUARDING VOLUNTEER

Reports to: Parish Priest, Professional Standards/Safeguarding Manager

Position Description: This position is responsible for ensuring that the parish is aware of the importance of safeguarding and supporting the fundamental obligation of the New Norcia Parish and workplace to ensure the proper safeguarding of children and vulnerable adults.

Major Accountabilities:

- Promote safe practice in parish and workplace activities, including what is appropriate and inappropriate behaviour, for example :
 - Robust recruitment practices for all staff and volunteers engaged to provide services and ministry to children. These include:
 - Clear role descriptions for all Church and workplace volunteers , who work or volunteer with children
 - Interview practices include behavioural and motivational interviewing techniques to assess a candidates suitability to work with children
 - Referee checks to assess a candidates suitability to work with children
 - Background checks (Working with Children/police checks)
 - 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
 - Risk Management plans for all activities with children including activities such as camps and overnight visits
- Ensure that policies and procedures to identify and report disclosures or suspicions of harm/abuse are understood and applied within the Parish and the workplace
- Support the provision of training and education, both induction and ongoing professional development, to Monks, staff and volunteers. Areas to include but not be limited to:
 - Code of Conduct
 - Safeguarding risk management
 - Child Safeguarding Policy and other relevant policies
 - Complaint Handling Policy and procedures
 - Reporting obligations
 - E- safety
 - Maintain the systems for accurate and up to date record keeping in relation to all training activities, including monitoring and reporting on compulsory participation where required
 - Ensure the Parish Pastoral Council understands the New Norcia Child Safeguarding Policy and is aware of its administration both in the Parish and the workplace

The Parish or workplace volunteer works with The Abbot John Herbert or; paid staff including Safe guarding officers in the workplace, volunteers and others internally in the Parish or workplace to maintain and promote safeguarding practices.

Knowledge, Skills and Experience

- Demonstrate a commitment to safeguarding children and vulnerable adults
- Have a sound understanding of New Norcia Safe Guarding Policy



- Ability to act with tact and discretion and to maintain confidentiality
- Be a regular member of the Parish community and demonstrate willingness to uphold the teachings and values of the Catholic Church
- Honesty, reliability and high standards of integrity
- Current valid Working with Children Check and undertake a National Police History Check

Desirable

- Relevant tertiary qualifications /or experience
- Working knowledge of child protection, child safety, reportable conduct and other relevant Legislation
- Experience working with a Catholic entity