



Catholic Diocese of Darwin

Parish Safeguarding Coordinator Position Description

The Catholic Diocese of Darwin is committed to promoting the safeguarding of all children and young people. Consistent with gospel values and our Mission Statement, we follow the example of Jesus in respecting the dignity of each child, young person and vulnerable adult.

We are committed to work together to create an environment where children and young people are respected and where they are safe and feel safe. We provide opportunities for children and young people to have a say and be listened to.

Role Description

- Assists leaders and volunteers working with children, young people and other vulnerable people in parish/ agency activities in dealing with safeguarding and child protection or other concerns that arise during the course of these activities
- Promotes awareness of and adherence to the Commitment Statement, Safeguarding Children and Vulnerable Adults Policy, Code of Conduct and other policies as required
- Ensures information regarding advice about, and services supporting, the safeguarding of children, young people and vulnerable adults is available
- Is the first point of contact for children, young people, vulnerable adults and other members of the parish community regarding safeguarding concerns
- Assists the Integrity Officer / Children Safety Coordinator in the promotion of community activities and campaigns which promote the whole of community awareness of children's rights and prevention of child abuse
- Ensures a Working With Children Clearance (Ochre Card) register is maintained for Workers and Volunteers
- Assists in the screening and selection process of persons for positions of responsibility and pastoral care of children and young people
- Ensures a Code of Conduct sign off sheet is completed by all those in leadership and for those with responsibility or pastoral care of children and young people
- Ensures a register of all volunteers involved in children's and youth ministry
- Ensures Risk Assessments are completed, followed and regularly reviewed
- Ensures all paperwork is securely filed
- Ensures appropriate training in safeguarding child and young people is provided for staff and volunteers, including best practice, managing risk, privacy and confidentiality, what to do if they have any concerns and mandatory reporting requirements
- Ensures a list of people who have completed training is securely filed

Reporting

- Reports regularly to the parish priest and parish council on safeguarding activity and any safeguarding concerns or breaches
- Responds to and report concerns regarding safeguarding children and young persons to the Integrity Officer / Child Safety Coordinator
- Ensures reports are completed and sent as required to Diocese Integrity Officer / Child Safety Coordinator

Position Requirements

- Current Working With Children Clearance (Ochre Card)
- Verified references which vouch for suitability of person to hold the role of Safeguarding Coordinator
- Knowledge of and understanding of the implications of the following Diocesan policies: Safeguarding Children and Vulnerable Adults; Work Health and Safety and the Code of Conduct; Mandatory Reporting laws

Competencies

- Administrative ability,
- High order communication skills,
- Computer skills.

Personal Qualifications/Attributes/Traits/Capabilities

- Resilient, compassionate, understanding, confidential
- Maintains professional boundaries
- Is approachable to children, young people and adults

Work Experience

- Experience in office administration, education and training an advantage.

PARISH PRIEST Name: _____

Signature: _____ Date: _____

TO BE SIGNED BY THE ROLE HOLDER:

I have read and I understand this task description: Name: _____

Signature: _____ Date: _____