

1. Communication and support

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ROLE	RESPONSIBILITIES
<p>Parish Priest or Administrator, Parish Secretary, Agency Director or Safeguarding Representative</p> <p>Parish Priest or Administrator or Agency Director to identify and appoint who has the responsibility</p>	<ul style="list-style-type: none"> Ensure this procedure is included when relevant Church personnel receive their induction training and they acknowledge their understanding of this procedure; Maintain records relating to safeguarding training of this procedure and signed receipt notices for safeguarding procedures are kept on a file in parishes, ministries or agencies for reference and auditing purposes; Participate in <i>self-audits on the National Catholic Safeguarding Standards</i> and discuss at scheduled council or leadership meetings to provide ongoing monitoring of safeguarding procedures and practice; Ensure that as feedback on the Risk Management Strategy (these procedures) are received, it is recorded and provided in a timely way to the Diocesan Safeguarding Coordinator. For significant matters which may require an immediate revision of safeguarding procedures, the Diocesan Safeguarding Coordinator should be advised immediately.
Church personnel	<ul style="list-style-type: none"> Ensure understanding of the priority to protect children and vulnerable adults, irrespective of what role it is in the Parish, Ministry or Agency. Every paid staff member and volunteer has a responsibility in safeguarding and complying with this procedure. Any breaches must be reported if the breaches are considered serious; If any discrepancy arises with safeguarding procedures, notify supervisor or the Diocesan Safeguarding Coordinator; Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding procedures and encourage them to discuss with Parish Priest/Administrator or Safeguarding Representative within Parish, Ministry or Agency.
Diocesan Safeguarding Coordinator	<ul style="list-style-type: none"> Communicate updates and changes to this procedure in consultation with parishes, ministries and agencies; Encourage discussion and awareness of this procedure and to make time available to meet and discuss any concerns or feedback, working proactively and in partnership with the parishes, ministries and agencies; Ensure that all relevant Church personnel have been trained in this procedure and have understood it by signing the receipt notice covering all safeguarding procedures; Support each Parish, Ministry and Agency to complete the CPSL self-audit checklist so they are aware of their responsibilities to ensure compliance and to embed effective safeguarding practice;

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| | <ul style="list-style-type: none"> • Continue to work collaboratively with all Church personnel, parishes, ministries and agencies, Professional Standards colleagues and report feedback accordingly to Safeguarding Committee. |
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1. Communication and support - procedure outline:

1.1. The Catholic Diocese of Townsville has appointed a fulltime and permanent Diocesan Safeguarding Coordinator to ensure communication and support on safeguarding policy and the Risk Management Strategy is established and embedded in parishes, ministries and agencies;

1.2. Consultation is ongoing with parishes, ministries and agencies in the continual improvement of the Safeguarding Children and Vulnerable Adults Policy. This includes documented meetings and reviews which are being reflected through self-audit checklists pursuant to the [National Catholic Safeguarding Standards](#).

1.3. The Risk Management Strategy for the safeguarding of children and vulnerable adults is available on the website below, which is linked to parish and agency websites:

[Catholic Diocese of Townsville Safeguarding webpage](#)

1.4. Safeguarding policy and procedures are reviewed annually and feedback from across the Diocese is facilitated by the Diocesan Safeguarding Coordinator. This occurs through:

- Consultations, including children, young people and vulnerable adults, Safeguarding Representatives, Parish Council meetings, Children's and Youth Ministry leaders, Council of Priests meetings, survivors of child sexual abuse;
- Safeguarding Committee meetings occur quarterly and its purpose is to monitor systemic safeguarding practices throughout the Diocese. The Safeguarding Committee's responsibility include:
 - appraising safeguarding practices, responses and resources in the Diocese;
 - reviewing information from this appraisal in order to develop a way forward for the Diocese, in relation to all safeguarding matters;
 - making recommendations to the Bishop, based on the above mentioned, as to the best structure and practices for safeguarding in the Diocese, incorporating strategies for risk management and mitigation;
 - providing to the Bishop, systemic advice and counsel on safeguarding matters as required.
- Monitor and undertake self-audits against the [National Catholic Safeguarding Standards](#) and discuss at Safeguarding Committee meetings as well as Council of Priests meetings as required;
- Ongoing communication and support also occurs through the Queensland Provincial Safeguarding Network meetings across Queensland.

1.5. Safeguarding Representatives in parishes, ministries and agencies

1.5.1. The role of the Safeguarding Representative is a critical role where parishes, ministries and agencies have been asked to consider, identify and nominate a person who is willing and able to assist with safeguarding practices within their Parish, Ministry or Agency. It is not mandated to have a Safeguarding Representative appointed however it is highly recommended to assist with the effective implementation, communication and support of safeguarding policy and procedures;

1.5.2. The Diocesan Safeguarding Coordinator, through consultation meetings with Priests, Parish Councils, ministries and agencies, has received consistent feedback that having a Safeguarding Representative is an important step in safeguarding. This position is not a paid position,

however paid staff of the Church, may want to volunteer to be the Safeguarding Representative. Key responsibilities for this role include:

- Be conversant with the Diocesan safeguarding policy and procedures;
- Attend appropriate meetings as required;
- Assist in ensuring that any person involved in work with children and vulnerable adults within the Parish is aware of and understands their responsibilities to protect children and vulnerable adults and to provide them with the safest environment possible;
- Help promote safe recruitment practices for all paid and volunteer Church personnel following safeguarding policy and procedures;
- Work with the respective Parish Priest, Administrator or Manager to ensure that clear role descriptions exist for all Church personnel including volunteers;
- Ensure that support is provided for all staff and volunteers working with children and vulnerable adults and inform the Diocesan Safeguarding Coordinator if further support is required;
- Liaise with the Parish Priest, Administrator or Manager to have external third parties (i.e. community groups) that use parish premises to be aware of their responsibility for the welfare and safety of children and vulnerable adults in their care.

1.5.3. The Safeguarding Representative should be:

- Reliable, a good communicator, trustworthy, discreet and sensitive to the needs of children and vulnerable adults;
- Prepared to seek advice and draw on others experience;
- Must have a current Positive Notice Blue Card and National Criminal History Check.