

## VOLUNTEER POSITION DESCRIPTION



<b>POSITION TITLE:</b>	<b>Local Safeguarding Representative</b>
<b>EXPECTED CONTACT WITH CHILDREN OR ADULTS -AT-RISK.</b>	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>TIME COMMITMENT:</b>	The role of the Local Safeguarding Representative may require a commitment of approximately 5-10 hours per month, depending on parish needs and activities.
<b>SUPERVISION &amp; SUPPORT (POSITION REPORTS TO):</b>	Parish Priest
<b>SAFEGUARDING COMMITMENT</b>	
The Archdiocese of Brisbane has zero tolerance for all forms of abuse and is committed to safeguarding everyone involved in its activities, ministries and services. The safety and wellbeing of children and adults-at-risk is paramount.	
<b>WORK, HEALTH &amp; SAFETY</b>	
<p>All Archdiocesan workers (including volunteers) must:</p> <ul style="list-style-type: none"> <li>Take reasonable care for their own health and safety,</li> <li>Take reasonable care for the health and safety of others,</li> <li>Not put themselves or others at risk through their actions or omissions,</li> <li>Follow any reasonable health and safety instructions,</li> <li>Have the right to cease or refuse to carry out work if they have a reasonable concern that the work would expose them to serious risk to their health and safety,</li> <li>Bring to the attention of their manager or supervisor any health and safety concerns,</li> <li>Report any incidents, injuries, hazards or near misses to their manager or supervisor and complete an incident report form,</li> <li>Participate and complete relevant training including site induction and emergency response procedures,</li> <li>Read, understand and sign risk assessments relevant to the role.</li> </ul>	
<b>ORGANISATIONAL ENVIRONMENT</b>	
<p>The Catholic Archdiocese of Brisbane makes a positive impact on the lives of hundreds of thousands of Queenslanders every week. Good works are undertaken through our 98 parishes and 146 schools, and 190 kindergartens, childcare, aged care, disability care, family and domestic violence assistance services centres and outreach to some of the most vulnerable groups in our community.</p> <p>The Archdiocese has zero tolerance for all forms of abuse and is committed to safeguarding everyone involved in its activities, ministries, and services. The protection of children and adults-at-risk is paramount.</p> <p>The Archdiocese also adopts and adheres to the National Catholic Safeguarding Standards.</p> <p>Under the Archdiocesan Safeguarding Policy parishes, ministries and services that work with children or adults-at-risk should appoint a Local Safeguarding Representative.</p>	

This Position Description should be seen as a guideline, not a constraint, and is likely to evolve over time. Volunteers are encouraged to use their initiative and creativity to find other ways to contribute to their position and community.

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### PURPOSE

The purpose of the Local Safeguarding Representative role is to assist in creating safe environments and activities within their parish, ministry or faith community by implementing safeguarding practices.

### KEY ACCOUNTABILITIES

Promoting Archdiocesan Safeguarding practices:

- Actively promote and uphold the Archdiocesan Safeguarding policies within the parish community.
- Ensure all volunteers and staff working with vulnerable individuals are familiar with and adhere to safeguarding guidelines.

Providing advice on the Archdiocesan Safeguarding policy & practices:

- Accurate and timely advice is provided in respect to the Archdiocesan safeguarding policy and practices.
- Maintain open lines of communication with the Office for Safeguarding Services, sharing updates, concerns, and progress regularly.

Delivering Safeguarding training:

- Training is delivered/facilitated for volunteers, staff and parishioners as needed using Archdiocesan safeguarding training resources, recognising signs of abuse, and appropriate reporting procedures.
- Coordinate with the Office for Safeguarding Service to ensure that all mandatory training requirements are met.

Maintaining Safeguarding compliance:

- Compliance with the Archdiocesan safeguarding policy and practices is achieved.
- Collaborate with the parish leadership to conduct risk assessments of parish activities, events, and programs involving vulnerable individuals.
- Recommend and implement measures to mitigate potential risks and create a safe environment for all participants.

Undertaking safeguarding audits:

- Annual safeguarding audits are completed and actions stemming from audit are satisfied.

Handling Safeguarding concerns and abuse incidents:

- Safeguarding concerns and abuse incidents (including reports, allegations and disclosures) are responded to appropriately, and recorded and reported in compliance with Archdiocesan and legal reporting requirements.

### INCUMBENT REQUIREMENTS (Qualifications, Knowledge, Experience)

- Practicing Catholic with a strong commitment to Catholic social teaching and a deep understanding of compassion, dignity, and justice.
- Screening - Prior to appointment, Local Safeguarding Representatives must:
  - Possess a current Queensland Working with Children Blue Card (linked to the Archdiocese)
  - Be confirmed by two supporting referee checks
  - Sign/confirm a Prior Conduct Declaration
  - Sign a Safe Conduct Standards document
  - Complete Safeguarding Training
- Competencies:

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- Ability to interpret and apply standards, policies and procedures
- Ability to apply compliance and risk processes
- Ability to deliver workplace training
- Ability to comply with Work, Health & Safety legislation, policies and procedures
- Knowledge/Capabilities:
  - High level interpersonal skills
  - High level awareness
  - Stakeholder engagement skills
  - Ability to identify and manage conflicts of interest
  - Ability to maintain confidentiality and comply with legal requirements in the handling of personal and sensitive information
- Work Experience:
  - Experience in a similar role will be highly regarded (e.g. teaching, risk management, compliance, child safety, law, law enforcement).
- Personal Qualifications / Attributes / Traits:
  - High level of integrity
  - Empathy and compassion
  - Emotional resilience and tenacity

### **CHALLENGES OF THE ROLE**

- Exposure to abuse, child abuse and harm related content/information. Addressing incidents of abuse or misconduct, providing support to victims, and participating in potentially emotional situations can take an emotional toll on Local Safeguarding Representatives. This role requires emotional resilience and the ability to provide compassionate support to those affected.
- Stakeholder resistance to safeguarding measures, practices and compliance requirements. Some individuals within the parish community may be resistant to acknowledging the presence of abuse or misconduct. Local Safeguarding Representatives may encounter denial, skepticism, or resistance when implementing safeguarding measures or raising awareness about the importance of vigilance.
- Potential exposure to or involvement in the management of complaints involving church personnel (including religious representatives, employees, volunteers), children or vulnerable adults.
- Responding to incidents involving potential criminal offending (including child abuse and sex offences).
- Involvement with criminal offenders, persons of concern or people with serious challenging behaviors.
- Reporting and escalating incidents. Safeguarding issues often involve sensitive and confidential matters. Local Safeguarding Representatives need to strike a balance between respecting the privacy of individuals while also fulfilling their responsibility to report and address concerns appropriately.

Despite these challenges, the role of a Local Safeguarding Representative is essential for creating a safe and nurturing environment within the parish community. Addressing these challenges with dedication, compassion, and a commitment to the well-being of all individuals is a testament to the importance of this role.

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