

Safeguarding Roles and Responsibilities Schedule

1. Purpose

To ensure that the roles and responsibilities for safeguarding children, young people and adults-at-risk in the Catholic Diocese of Rockhampton ('Diocese') are clear.

2. Scope

This schedule must be read in conjunction with the Safeguarding Policy and is subordinate to it.

3. Schedule

The specific duties/responsibilities expected of personnel within the Diocese are as follows:

3.1. Bishop

As the successor of the Apostles, the Bishop exercises the ministry entrusted with its threefold responsibility of teaching, sanctifying and governing for the spiritual and pastoral welfare of the faithful of the Diocese. Through the Safeguarding Committee ('SGC'), the Bishop delegates the implementation of Church and government safeguarding policies to ensure that, in the words of Pope Francis, "people have a right to turn to the Church with full confidence, for it is a safe and secure home".

The Bishop seeks the advice of the SGC on all safeguarding issues within the Diocese and entrusts the SGC with its mandate to ensure that all Church and government policies are implemented within the Diocese.

The Bishop seeks the advice of the Professional Standards Committee when allegations of abuse have been made against Church Personnel.

3.2. Safeguarding Committee

The Safeguarding Committee ('SGC') oversees all aspects of the safeguarding of children, young people and adults-at-risk within the Diocese and advises the Bishop on these matters. The SGC directs the development of the safeguarding strategy for the Diocese that includes the Safeguarding Policy, its roll out, associated training, resources, and compliance. The SGC, through the Professional Standards and Safeguarding Manager, will monitor progress and report to the Bishop. It will keep abreast of legislative changes and best practice to ensure that the Diocese is a safe place for all. The SGC consists of lay people with experience of safeguarding, clergy, religious and the Directors of Catholic Education – Diocese of Rockhampton and CatholicCare Central Queensland (or appropriate delegates). The Professional Standards and Safeguarding Manager reports to the SGC.

3.3. Professional Standards Committee

The Professional Standards Committee ('PSC') provides independent advice to the Bishop regarding the management of disclosures and allegations. Its membership of at least five people includes individuals with knowledge and experience of safeguarding who can act impartially. The Bishop consults the PSC when a person is charged with a criminal offence in relation to a complaint of abuse and in any decision concerning whether a person constitutes an unacceptable risk to children, young people or adults-at-risk.

3.4. Professional Standards and Safeguarding Manager

The Professional Standards and Safeguarding Manager leads the implementation of the Safeguarding Policy across the Diocese and in all parishes. The Professional Standards and

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Safeguarding Manager supports the Parish Safeguarding Representatives and ensures compliance with the Safeguarding Policy through the provision of induction and education, and in setting up and ensuring the maintenance of recording and reporting systems for parishes. The Professional Standards and Safeguarding Manager has overall responsibility for the ongoing management of safeguarding complaints and oversees the Diocesan Pastoral Response to ensure best practice and advises the Bishop accordingly. The Professional Standards and Safeguarding Manager liaises with statutory services, legal representatives, and the Director of Professional Standards (Queensland) to ensure Diocesan reporting requirements are fulfilled and that individuals seeking support are receiving appropriate support.

The Professional Standards and Safeguarding Manager also supports individuals who have made a complaint against a member of Church Personnel (current or former) or who have been harmed by the Church to ensure that they receive appropriate pastoral support (whether the person utilises the National Response Protocol or another avenue). The Diocesan Pastoral Response to those who seek support from the Diocese is person-centred, strengths-based and trauma-informed. Support provided to individuals seeks to formulate strategies that promote healing, build on strengths and address their needs. It incorporates a case coordination capacity to support individuals in their healing and recovery as required by the individual. The Professional Standards and Safeguarding Manager liaises with statutory and non-statutory services to ensure that the individual is properly supported. The Professional Standards and Safeguarding Manager is usually the first point of contact for new complaints and operates the Diocesan Pastoral Response line.

3.5. Parish Priest/Administrator

In conjunction with the SGC, the Parish Priest/Administrator ('Parish Priest') is responsible for the pastoral care of the community with special regard for those most vulnerable. In carrying out his duty to protect children, young people and adults-at-risk from harm, the Parish Priest is responsible for ensuring the Safeguarding Policy and safeguarding practices are understood and implemented within the parish. Performing a supervisory and management role, the Parish Priest plays a key function in modelling expected behaviour and the training of other Church Personnel.

Parish Priests should seek to minimise risks to children, young people and adults-at-risk by:

- Adopting safe recruiting and selection practices;
- Supporting and encouraging safe and secure environments;
- Adopting proactive and child-safe responses to inappropriate behaviours and allegations of inappropriate behaviours, by employees or volunteers;
- Monitoring and supervising subordinates' performance;
- Ensuring employees and volunteers are inducted and trained appropriately in working with children, young people and adults-at-risk and their obligations;
- Ensuring that complaints, suspicions and/or allegations are responded to in a prompt and professional manner and in a manner that is consistent with advice from the Diocesan Professional Standards and Safeguarding Office.
- Complying with all obligations related to reporting of abuse and/or suspected abuse;
- Ensuring that victimisation is not tolerated; and
- Ensuring that employees and volunteers who undertake activities with children, young people and adults-at-risk have clearly articulated and documented role descriptions.

The Parish Priest is assisted in this responsibility by a Parish Safeguarding Representative (who may be part of a parish safeguarding team). It is the responsibility of the Parish Priest/to ensure that their parish has a Parish Safeguarding Representative.

3.6. Parish Safeguarding Representative

Each parish is to have a Parish Safeguarding Representative ('PSR'). In parishes, this role may be a voluntary role. A member of the parish pastoral council (or nominee) may take on this task.

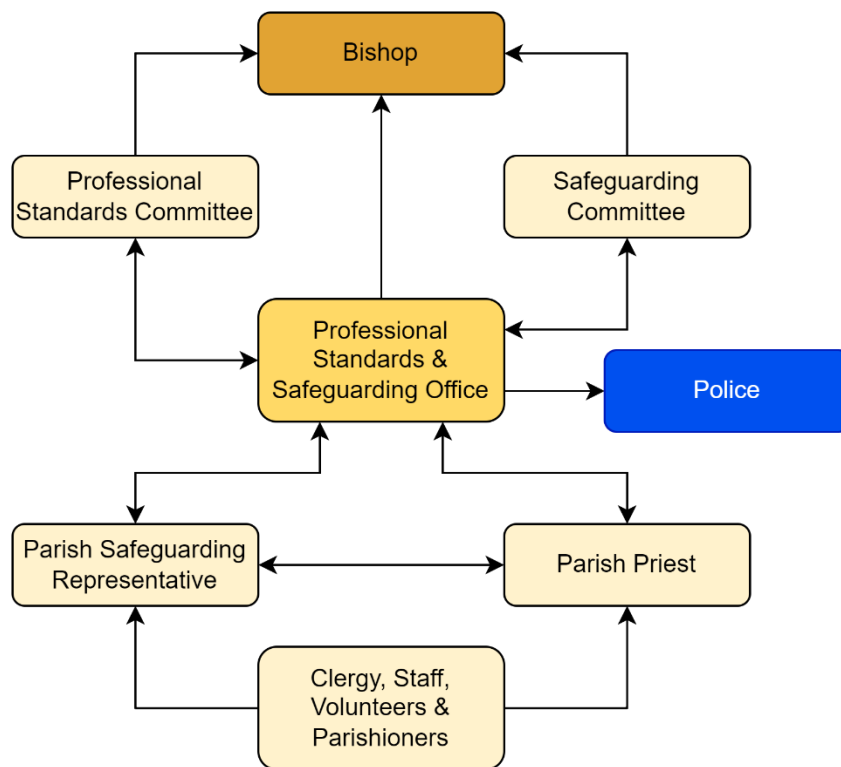
The PSR has special responsibility for promoting good and safe practices in all activities involving children, young people and adults-at-risk within the parish. The PSR is the link between the parish and the Diocese and as such is in regular contact with the Diocesan Professional Standards & Safeguarding Office as required. The PSR attends training sessions and has a sound knowledge of the policies and procedures and key contacts. The PSR is involved in the recruitment of people to roles within the parish and has the responsibility for managing Blue Cards at parish level

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(dependent on local processes) and ensuring that everybody who is required to hold a Blue Card does. They will give reports to the parish pastoral council and assist with the local safeguarding audits. The PSR is responsible for:

- Making sure that the parish is aware of the importance of safeguarding children, young people and adults-at-risk through regular communications to staff/community members/parish members;
- Promoting safe practices including articulating for others what is appropriate and inappropriate behaviour;
- Assisting in the administration of the Safeguarding Policy as appropriate to parish needs;
- Facilitating the parish management of Covenant of Care agreements. This includes participation on the parish Covenant of Care Management team responsible for the management of parishioners with Covenant of Care agreements in place.

The following diagram depicts the various lines of accountability:



3.7. Diocesan Agencies

Each Diocesan agency is to have a Safeguarding Representative responsible for raising awareness of the importance of safeguarding children, young people and adults-at-risk, promoting safe practices, and assisting in the administration of the Safeguarding Policy as appropriate to the agency needs. In Diocesan agencies, an employee responsible for Work Health and Safety matters may be appropriate to perform this function.

3.8. Leaders of parish ministries

Leaders working with children, young people and adults-at-risk play a key function in modelling expected behaviour and in the training of employees and volunteers. People in supervisory positions can minimise risk to children, young people and adults-at-risk by:

- Adopting safe recruiting and selection practices;
- Supporting and encouraging a safe and secure environment;
- Adopting a proactive response to inappropriate behaviour by employees or volunteers;
- Monitoring and supervising subordinates' performance;

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- Ensuring employees and volunteers are inducted and trained appropriately in working with children, young people and adults-at-risk and in their obligations;
- Ensuring that complaints, suspicions and/or allegations are responded to in a prompt and professional manner;
- Ensuring that victimisation is not tolerated; and
- Ensuring that employees and volunteers who undertake activities with children, young people and adults-at-risk have clearly articulated and documented role descriptions.

3.9. Families

Families can promote and support their parish to be a safe place by:

- Providing children with required support to participate in the various activities including teaching self-protective behaviours;
- When appropriate, taking part in the planning, management and delivery of activities;
- Reporting when a child may be experiencing bullying or harassment while participating in an activity/service;
- Reporting when there is a suspicion that a child or adult at risk is being abused or harmed while participating in an activity/service;
- Ensuring that they supervise their children throughout Mass and heed health and safety notices;
- Ensuring that the children for whom they have responsibility understand the importance of behaving in an acceptable manner at church activities;
- Ensuring that they drop off and pick up their children as arranged and are not under the influence of substances at these times; and
- Ensuring that children attending parish activities have completed registration forms.

3.10. Children and Young People

Assisted by guidance and education given by adults, children and young people themselves contribute to their environment by:

- Showing respect towards other children, young people and adults where appropriate;
- Not placing themselves at risk of harm and keeping themselves safe; and
- Reporting where they may experience or observe inappropriate behaviour or unsafe situations.

3.11. All community members

Safeguarding is everyone's business and as such we all have a responsibility regarding our behaviour towards the most vulnerable members of our community. In addition, all members should be aware of how to raise any safeguarding concerns. Contact details of the PSR and the Diocesan Professional Standards and Safeguarding Office should be displayed in churches and all parish properties. Additionally, prominent notices in parish newsletters should contain those contact details.

4. Schedule Information

Accountable Officer	Professional Standards and Safeguarding Manager
Policy Type	Governance Policy
Approved Date	24/10/2022
Effective Date	25/10/2022
Review Date	25/10/2025
Relevant Legislation	
Related Policies	Safeguarding Policy
Related Procedures	
Related forms, publications and websites	
Definitions	

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