

Catholic Archdiocese of Adelaide

Child Safe Contact Person Position Description

POSITION TITLE	Child Safe Contact Person
PARISH	
LOCATION	
REPORTS TO	Parish Priest
TENURE	To be reviewed every 2 years

PRIMARY OBJECTIVE OF THIS POSITION

- The Child Safe Contact Person is someone appointed by the parish to promote the safety and wellbeing of children and young people and supported by the Archdiocesan Child Protection Unit.
- The Child Safe Contact Person is a point of contact for children, young people and families in the parish community should they have any concerns about the safety or wellbeing of a child, young person or family.
- The Child Safe Contact Person is someone who can provide information about the Archdiocesan Safe Environment for All program, parish child safe policies and practices and is a resource for the Child Protection Unit to communicate and distribute initiatives.

KEY WORKING RELATIONSHIPS

Archdiocesan Child Protection Unit

Parish Priest and other parish leaders

Wider parish community – in particular families and children



KEY RESPONSIBILITIES

- Assist with the implementation of the Safe Environment for All program requirements, including actioning any tasks identified by the Child Protection Unit or Parish Leadership.
- Be available via phone and email for the Child Protection Unit to communicate information and resources, and distribute this information on to parish leadership or the wider parish community as required.
- Be familiar with all Archdiocesan and Parish child protection policies, procedures (or awareness of where to find these) and practices so that parishioners have easy access to such information if requested.
- Be familiar with the National Catholic Safeguarding Standards.
- Be available for children and families to contact if they have concerns, questions or suggestions.
- Liaise with the Child Protection Unit who will provide support and an appropriate response to any children or families that approach the Child Safe Contact Person with concerns or questions.
- Publicise their name and contact details in the parish e.g. listed in the bulletin, on a noticeboard in the foyer, or through a commissioning Mass.
- Attend Child Safe Contact Person Forums up to twice times a year in order to build a relationship with the Child Protection Unit, network with other Child Safe Contact People and receive any relevant information about new Archdiocese policies and initiatives relevant to children and young people.
- Provide a bi annual report to the Parish Pastoral Council/Leadership Team about child safe resources or newly developed/reviewed policies and procedures being implemented in the parish or across the Archdiocese.
- Attend occasional extra training or information sessions offered by the Child Protection Unit (usually less than once a year).
- Attend a 3 hour Safe Environments for Children and Young People session as soon as possible after starting the position. Equivalent training from other organisations, such as 'Reporting Abuse and Neglect' (RAN), is also acceptable.



PERSON SPECIFICATION

- Visible and accessible presence in the Parish community.
- Known to children, young people and families.
- Be able to communicate effectively across all levels.
- Have the skills and knowledge to respond to safeguarding matters.
- Competent IT skills.

DESIRABLE

- Experience working or volunteering with children and young people

Please note that ALL volunteers in the Archdiocese must abide by certain conditions:

- It is a requirement that a Working with Children Check of all volunteers is undertaken prior to them commencing their position and is updated regularly in accordance with Archdiocesan policy.
- Abide by the provisions of the Archdiocese of Adelaide Safeguarding Children and Young People Policy, Code of Conduct and Best Practice Guidelines for Interacting with Children and Young People.

Print name	Signature	Date
VOLUNTEER:		
PARISH PRIEST:		
CHILD PROTECTION UNIT:		

