



Syro-Malabar Eparchy of St Thomas the Apostle

5 Clifton Grove, Preston, VIC- 3072,

Australia

Phone: 0061-(03) 9480 5379

Email: safeguarding@syromalabar.org.au

Parish Safeguarding Officer Role Description

Purpose: Lead and assist the Parishes/Missions to become a safer place for children, young people & vulnerable adults.

Roles & Responsibilities include:

- Promote the Eparchy's Safeguarding Children, Young People and Vulnerable Adults Policy
- Adhere to the Code of Conduct for Safeguarding
- Maintain logs and records to demonstrate the Parishes/Missions compliance to Safeguarding Practice Standards, relevant checks and administrative processes and reporting
- Work collaboratively with parish priest to implement safeguarding practices
- Provide general advice to the Professional Standards Division on making the church a safer place for children and young people
- Liaise with National Safeguarding officer if any disclosures of abuse occurs and take instructions for follow up
- Uphold the values of the Eparchy in dealing with information with sensitivity to privacy and confidentiality
- Attend training and supervision as required
- Liaise with Professional Standards Division on matters relating to recruitment and administrative processes for safeguarding
- Adhere to the parish safeguarding administrative requirements as set by the Professional Standards Division
- Ensure staff and volunteers comply and sign off the code of conduct
- Demonstrate a child focus and advocate for the needs of children

Responsible to: The Eparchy via Professional Standards Division and National Safeguarding Officer

I (Name) _____ have read and understood the above role description.

Signature _____

Date _____

Children should be Seen, Heard and Believed!



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Declaration

Parish Safeguarding Officer:

- I have read and understood the Safeguarding Children, Young People and Vulnerable Adults Policy and Code of Conduct.
- I will endeavor to carry out and support the Eparchy's safeguarding Policy and follow the Code of Conduct to the best of my ability.
- I have undergone a criminal history check (Working with Children Check / National Police Certificate etc.)
- I will maintain high level confidentiality of personal information and respect privacy of all involved in safeguarding process.
- I will consult Professional Standards Division and National Safeguarding Officer if I am unsure about, the matters presented to my role
- I will undertake training and refresher courses as required
- I will uphold child safety and advocate for children in my Parish/Mission
- I am willing to provide a voluntary service to the Eparchy's Safeguarding Division.

Appointee's Name: _____

Signed: _____ Date: _____

Witness Name / Position: _____

Signed: _____ Date: _____

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