

**The Partnered Catholic Parishes of:
Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas
the Apostle Greensborough North**



Role Description Child Safeguarding Officer

Position Purpose:	Child Safeguarding Officers play an important role in assisting Parishioners and others to respond to and report incidents or concerns relating to child and young people safety. This is a volunteer role.
Requirements:	<ul style="list-style-type: none"> • Is committed to safeguarding children and young people from all forms of abuse • Is a member of the Safeguarding Committee • Has a current Working with Children Check • Has read the Code of Conduct Policy and signed the Code of Conduct Declaration. • Is well informed and able to interpret the requirements of the Responding to and Reporting Policy and the PSU Disclosure Information Sheet
Training:	<ul style="list-style-type: none"> • Has completed the Safeguarding Essentials online training module on an annual basis. • Has completed other training as directed.
Role:	<ul style="list-style-type: none"> • If possible, take calls from the Parish Office (if unavailable, Parish Office to contact another Safeguarding Officer) • Following notification from the Parish Office, contact person who called the Office as soon as practicable • Listen and support caller • Inform caller that any report to the Parish must be reported to PSU (by Safeguarding Officer) • Assist caller to make a report (the role of Child Safeguarding Officer is not to advise the caller if a report should or should not be made) • Personally, make a report if Child Safeguarding Officer forms a reasonable belief that an immediate report is required and caller decides not to make a report (this report could be to "000", Victoria Police) • Maintain confidentiality of all information obtained while acting in this role.