



SAFEGUARDING COMMITTEE TERMS OF REFERENCE

1. Authority

- 1.1. These terms of reference have been adapted from the National Catholic Safeguarding Standards Edition 1, 2019
- 1.2. The Safeguarding Committee is a formally constituted Committee within Holy Trinity Catholic Parish (The Parish) reporting to the Parish Pastoral Council (The Council)
- 1.3. The Safeguarding Committee has delegated authority to oversee and monitor policies, procedures and practices which safeguard children and young people engaging with The Parish and to ensure safeguarding functions are embedded in the governance structures and practices of The Parish.
- 1.4. The Safeguarding Committee does not oversee day-to-day management of safeguarding practices or the core work of the Safeguarding Co-ordinator. It does however provide strategic and skilled guidance and advice to the Church Authority and leaders, including the Safeguarding Co-ordinator.

2. Membership

- 2.1. The Committee has a maximum membership of 8 comprising:
 - Chairperson
 - Safeguarding Co-ordinator
 - Parish Priest
- 2.2. Other members may include:
 - Representative(s) from Parish Primary Schools (Principals or Deputy Principals)
 - Parish Pastoral Associate
 - Nominated operational personnel (including Safeguarding Co-ordinator if not already included as chairperson)
 - Independent/external members with expertise in safeguarding or child protection or organisational culture or offender management, etc

3. Purpose

The Safeguarding Committee:

- 3.1. Oversees the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices, in relation to all children and young people engaged with The Parish. (Refer to: National Catholic Safeguarding Standards Edition 1, 2019 Indicator 1.2.2)
- 3.2. Co-ordinates annual self-audits of compliance with Catholic Archdiocese of Melbourne (CAM) requirements, in line with the National Catholic Safeguarding Standards.
- 3.3. Monitors, tracks progress and reviews the Safeguarding Implementation Plan for The Parish.
- 3.4. Provides support and advice in relation to complaint handling, including responses to and support for all persons affected by reported/alleged incidents relating to breaches of child safeguarding.

4. Responsibilities

- 4.1. The onus of the Committee is to support the Parish Priest and the Holy Trinity Catholic Parish to fulfil their responsibilities in relation to safeguarding by identifying and contributing to the development and/or ongoing review of a Child Safeguarding Policy, Commitment Statement and appropriate elements of a Code of Conduct.
- 4.2. Contributing to the development of the Parish's Safeguarding Implementation Plan which outlines the monitoring and continual improvement of child safeguarding practices.
- 4.3. Monitoring, tracking progress and regularly reviewing the Safeguarding Implementation Plan.
- 4.4. Supporting the Parish Priest and Safeguarding Co-ordinator and The Parish to implement all aspects of the National Catholic Safeguarding Standards. Monitoring local and national implementation of safeguarding legislation and policy to ensure practice is appropriate, effective and consistently applied across the Parish.
- 4.5. Identifying and building strategic associations in relation to safeguarding between relevant areas of the Parish's works/ministries
- 4.6. Ensuring children and young people are given opportunities to understand and contribute appropriately to the Parish's safeguarding practices. Supporting the Parish Priest and Holy Trinity Catholic Parish to engage and openly communicate with families, carers and communities about the Parish's child safeguarding approach, including receiving input and feedback on the effectiveness of the approach.

5. Term of Office

- 4.1. Members are appointed for a term of two years.
- 4.2. Gaps in knowledge, skill or background of the Committee are reviewed annually and the Chair makes recommendations to the Parish Priest for any necessary changes or additions to membership.
- 4.3. Members are approved by the Parish Priest.

6. Training

The Catholic Archdiocese of Melbourne is committed to supporting clergy, employees and volunteers to develop the skills and knowledge to promote the safety of children and young people and uphold their responsibilities in relation to the Safeguarding Children and Young People Policy.

The Professional Standards Unit has developed a range of on-line training modules for those involved in the implementation of child safe policies and procedures within a Catholic Archdiocese of Melbourne parish, agency or entity. The Modules have been specifically designed for persons to:

- develop their awareness of and understanding of the different categories of abuse
- equip them to respond and report child abuse and child-safety related misconduct
- develop their knowledge of relevant child safety legislation in Victoria
- learn about the Safeguarding Children and Young People Framework and their responsibilities within the Parish

6.1. Compulsory Training Modules

All committee members must complete the following compulsory training modules:

- 1) Safeguarding Children and Young People: Induction Session for Clergy and Employees;
- 2) Safeguarding Essentials training module - a 30-minute online training module providing clergy and volunteers with foundational knowledge in relation to safeguarding children, young people and vulnerable persons from abuse and harm. This will be an annual requirement.

6.2. Other Training Modules

A number of other e-learning videos and webinars are available on the CAM website:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos>.

Any additional training requirements for members will be established by the Committee in line with direction from the Professional Services Unit of CAM

7. Frequency of meetings

7.1. The Committee meets 4 times per year (with additional organised on a needs basis)

8. Quorum

8.1. Five members, including the Chair, is considered a quorum for meetings of the Committee.

9. Decision making

9.1. The Safeguarding Committee will endeavour to achieve consensus in relation to matters requiring a decision.

9.2. In the absence of consensus, matters for decision by the Committee shall be decided by a majority of votes of those present.