



## Child-Safe Contact Person - Position Description

The Child Safe Contact Person (CSCP) is a significant leader in the parish. The primary role is to assist with matters relating to safeguarding children and young people.

### Responsibilities:

1. Be familiar with the National Catholic Safeguarding Standards, the Child Safeguarding Policy and procedures of the Catholic Diocese of Port Pirie, and any other relevant documents relating to safeguarding children and young people in the church, and promote those among the catholic community.
2. Assist with the implementation of “the Child Protection Parish Checklist” and report any gaps identified to leadership.
3. Be available for children and families to contact if they have concerns, questions or suggestions relating to children and young people.
4. Liaise with the Parish Pastoral Council (PPC) and the Parish Priest or Parish Leader to provide information about new policy, procedures, strategies or resources created by the Child Protection Unit to Safeguard Children and young people.
5. Work with volunteers on how to promote child safeguarding in their areas of ministry utilising methods of communication, e.g. the Parish Facebook page and parish bulletin and the occasional talk at Mass.
6. Ensure that the parish maintains accurate and up to date records in relation to child safeguarding matters.
7. Provide up to date information to the PPC of training requirements and opportunities, and for screening of parish staff and parish volunteers.
8. Promote and support initiatives for Child Protection Sunday.
9. Respond to concerns about the safety and wellbeing of children and young people, by:
  - Seeking assistance from the Child Protection Unit if there are queries and matters about child protection that need discussion or further attention.
  - Providing information resources and phone contacts for CARL, SAPOL, CPU and PSO.
  - Keeping records of all enquiries or reports received by the CSCP in the role, and of the referral or information provided in response.
  - Maintain boundaries and confidentiality when people communicate concerns about child protection matters.



**The Child-Safe Contact Person in the parish does not:**

- Provide counselling.
- Otherwise address or get involved with personal or familial issues of persons contacting the CSCP.
- Go to private premises as part of the role.

The Parish Priest or PPC will authorize the Child-Safe Contact Person to use the parish office for confidential conversations, in the event that a brief chat after Mass or by phone is inadequate to the needs of the person contacting the CSCP.

**Promotion of the CSCP role in the community:**

- The Parish Child-Safe Contact Person would be commissioned at the commencement of the role with a blessing at Sunday Mass, which would be recorded and shown at each Sunday Mass that weekend. The term of the appointment is three years, renewable three-yearly following a successful parish review.
- Publicise the name and contact details of the CSCP in the parish e.g. listed in the bulletin, on a noticeboard in the foyer.

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

- It is a requirement that a Working with Children Check of all volunteers is undertaken prior to commencing in their position and is updated regularly.
- Attend a Safe Environments for Children and Young People session as soon as possible after starting the position, and any relevant in service training.
- Abide by the provisions of the Diocesan Child Safeguarding Policy, Code of Conduct and Best Practice Guidelines for Interacting with Children and Young People.
- It is desirable to have experience working or volunteering with children and young people.

I hereby understand and commit to the role of Child Safe Contact Person in the parish of: \_\_\_\_\_ Child Safe Contact Person:

CSCP name: \_\_\_\_\_

Signed: \_\_\_\_\_

Parish Priest name: \_\_\_\_\_

Signed \_\_\_\_\_

Dated: / /