

ST JOHN THE BAPTIST ORTHODOX MISSION, TOOWOOMBA

CHILD SAFETY CONTACT PERSON

ROLE DESCRIPTION

Parish	St John the Baptist Orthodox Mission, Toowoomba
Reports to	Parish Rector (<i>or delegate</i>)
General	<p>Assist clergy, leaders and volunteers working with children, young people.</p> <p>Promote awareness of and adherence to the ANZ Diocese¹ of ROCOR Inappropriate Behaviour Policy, Child-Safe Child-Friendly Policy Statement and Code of Conduct.</p> <p>Bring any Child-Safe Child-Friendly matters to the attention of the Parish Council and youth leaders as necessary.</p>
Paperwork	<p>Assist the Church/Parish priest in ensuring proper Working With Children Checks are completed for every person as required by ANZ Diocesan Policy.</p> <p>Ensure a Code of Conduct sign-off sheet is completed by all those that are required to do so as per ANZ Diocesan Policy.</p> <p>Maintain a register of all volunteers involved in children and youth matters in a secure manner. Records should include</p> <ul style="list-style-type: none">Name in FullAddressDate of BirthPosition in parishDate of commencementSigned copy of Code of Conduct on record <p>Provide a complete register of persons working with children to the Diocesan Office.</p>
Training	<p>Liaise with those in leadership/pastoral roles to arrange for their attendance and training at information sessions yearly.</p> <p>Provide and updated list of people completing training to the Diocesan Office to ensure attendance is registered on data base. Records should include:</p> <ul style="list-style-type: none">Name in fullDate and Location of trainingName of Trainer

¹ 'ANZ Diocese': Diocese of Australia and New Zealand, Russian Orthodox Church Outside Russia.

Reporting and Complaints	<p>If someone makes or considers making a report about a child related concern that arises in the course of the Parish's activities:</p> <ul style="list-style-type: none"> • Report to Rector (<i>or delegate</i>). • If the Rector is absent, or if he is the subject of the concern, then report to Dean. <p>In the event of a complaint or concern regarding the behaviour of someone connected with the Parish:</p> <ul style="list-style-type: none"> • Contact Rector (<i>or delegate</i>), or Dean in his absence, who will advise on appropriate action in accordance with Inappropriate Behaviour guidelines and procedures for disclosing harm. • If criminal activity is suspected, ensure the police have been contacted. • File complaints and reports of investigations in a secure central file. • Liaise with Diocesan Council as necessary.
Keeping the Church/Parish informed	<p>Receive from the Diocese up to date information about Child-Safe Child-Friendly policy including:</p> <ul style="list-style-type: none"> ▪ Child-Safe Child-Friendly Code of Conduct ▪ Inappropriate Behaviour Policy ▪ Guidelines for recording and dealing with incidents. <p>Provide annually a short report to the Parish Council detailing:</p> <ul style="list-style-type: none"> • The names of those who have completed Child-Safe Child-Friendly paperwork, training and Working With Children Check , • Any significant changes to legislation and Diocesan policies and the location of all policies and paperwork connected with a Child-Safe Child-Friendly Parish. • Activities that were run on church property • Incidents that were identified
Confidentiality	<p>Disclosure of personal and or sensitive data and information should be on a need to know basis with the full knowledge of the rector or equivalent.</p>