



Augustinian Sisters, Servants of Jesus and Mary (ASJM) Australia

Safeguarding Coordinator Role Description

The Congregation of Augustinian Sisters, Servants of Jesus and Mary (ASJM) Australia, is actively committed to recognising, safeguarding and upholding the dignity and rights of all children and adults. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

We endorse the spirit, intent and requirements of the National Catholic Safeguarding Standards (NCSS) and, in accordance with the Standards, we have in place a Safeguarding Coordinator who leads and promotes our safeguarding culture and practices amongst all Sisters and personnel¹ engaged in any activity of, or under the authority of, the Congregation.

KEY RESPONSIBILITIES

The key responsibilities of the Safeguarding Coordinator include:

- Promote an inclusive, respectful and responsive approach to the rights and diverse needs of children and adults;
- Ensure that the Congregation's Commitment Statement, Safeguarding Policy, Code of Conduct and Complaints Handling Policy are available to and understood by all Sisters and personnel;
- Ensure that the Congregation's Commitment Statement and Complaints Handling Policy are available to the broader community;
- Empower all Sisters and personnel to take responsibility for safeguarding and provide opportunities for them to have input into improving safeguarding policies and practices;
- Maintain an appropriate risk management culture and framework that identifies and manages risks to the safety of children and adults;
- Welcome and facilitate dialogue with, and feedback from, the broader community about the Congregation's safeguarding policies and practices;

¹ The term 'personnel' refers to and includes staff, contractors, co-workers and volunteers who work with or for the Congregation, either onsite or in outreach activities.

- Take all possible steps to ensure that only people who are safe and suitable to have contact with children are engaged by the Congregation;
- Encourage people to bring forward concerns or complaints about the safety of children or adults (including disclosures of current or historical abuse) and provide appropriate processes by which to do so, including processes that are suitable for children and adults with diminished capacity and/or cognitive impairment;
- Act as a first point of contact in relation to safeguarding concerns, reports or allegations;
- Respond to disclosures and complaints in a manner that is consistent with the Congregation's Complaints Handling Policy and, where required, ensure that concomitant reporting obligations to external authorities are fulfilled;
- Ensure and monitor the Congregation's ongoing compliance with all relevant Church, statutory and legislative requirements, inclusive of the NCSS;
- Participate in safeguarding briefings, consultations and training provided by Catholic Religious Australia (CRA) and Australian Catholic Safeguarding Limited (ACSL) and deliver updated information and training to the Sisters and personnel, as required;
- Ensure that the Congregation's safeguarding policies and practices are reviewed on a regular basis and updated as required to support both compliance and continuous improvement.

The Safeguarding Coordinator will at all times be a member of the ASJM Leadership Team Australia, with an appointment or re-appointment confirmed at the time a new Leadership Team is constituted.