

SAFEGUARDING COMMITTEE CHARTER

De La Salle Australia New Zealand Pakistan
and Papua New Guinea (ANZPPNG)

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PREAMBLE:

In 1996, the leadership of the District established an advisory body (Consultative Committee) to provide guidance and support to the Brother Visitor in matters related to Professional Standards. In more recent times this work has extended to matters related to child protection, both as it relates to historical matters and importantly current and future state.

The development of such a body highlights the proactive strategies undertaken by District Leadership over a number of decades. In early 2019, the National Catholic Safeguarding Standards were introduced, Standard 1 of those standards relates to Leadership, Governance and Culture. These standards included the need for the District to establish a Safeguarding Committee at the highest level of leadership to oversee the effective implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices.

In that context the decision was made to rename the Consultative Committee to Safeguarding Committee with the committee to build on the work undertaken since 1996 with regard to Safeguarding and Professional Standards.

1.0 THE SAFEGUARDING COMMITTEE

In accordance with National Catholic Safeguarding Standards the Safeguarding Committee is a governance body formed to oversee the effective ongoing implementation of child, young people and adults at risk safeguarding practices. For clarity in accordance with such standards, safeguarding policies and practices relate to all countries who form part of the ANZPPNG District.

The functions of the committee include the:

- Development and review of Safeguarding policies, procedures and practices, including the review of audits undertaken by the Professional Standards Officer;
- Development of Child Safeguarding risk management plan/s, inclusive of identified risks and the controls necessary to mitigate;

- Review of internal risk assessments;
- Review of Safety and Well-being plans;
- Development and review of procedures to respond to complaints of abuse and/or harm against members of De La Salle personnel (inclusive of religious, employees and volunteers);
- Supporting and monitoring the work of Safeguarding Co-ordinator/s;
- Review of investigation findings undertaken following a complaint; and
- Development of recommendations to the Brother Visitor following investigation processes.

In addition to the above, the Safeguarding Committee is to be consulted in any decision concerning whether a person constitutes an “unacceptable risk” to children, young people or adults at risk, and when a member of the De La Salle Religious Congregation is named in allegations of abuse.

The principles of the National Catholic Safeguarding Standards form the foundation by which the Safeguarding Committee undertakes the functions detailed.

The Safeguarding Committee must ensure alignment to the *Integrity in Ministry*¹, or any revision of such document, principles and standards for Catholic Clergy and Religious in Australia.

The Committee will at all times uphold the Church’s commitment to strive for truth, humility, healing for the victims, assistance to other persons affected, a just response to those accused, an effective response to those who are guilty of abuse, and prevention of abuse is to be upheld.

2.0 APPOINTMENT TO THE SAFEGUARDING COMMITTEE

Individuals will be appointed to the Safeguarding Committee by the Brother Visitor.

Appointments are confirmed in writing and will be for a specific period of time. Membership of the Safeguarding Committee may conclude at any time during the agreed period by advice to or from the Brother Visitor.

Individuals can be reappointed to the Safeguarding Committee at the completion of their term. This will be as agreed between the Brother Visitor and the individual, and will be confirmed in writing.

The Safeguarding Committee shall consist of at least five members. Membership will be made up of those who have the skills and experience necessary to support the ongoing development of safeguarding practices across the District.

3.0 COMMITTEE MEMBERS RESPONSIBILITIES

All members of the Safeguarding Committee must abide by the highest possible standards of professional conduct in all aspects of their work, including the maintenance of confidentiality.

Members of the Safeguarding Committee are expected to maintain currency of knowledge of the following policies and procedures:

- Integrity in Ministry;
- National Catholic Safeguarding Standards;

¹ Integrity in Ministry, A Document of Principles and Standards for Catholic Clergy & Religious in Australia, June 2004

- National Principles for Child Safe Organisations;
- Privacy Policy Legislation;
- Safeguarding and/or Child Safety Legislation as it relates to all countries within the District; and
- Policies and procedures developed for the ANZPPNG District.

It is expected that all members of the Committee will undertake annual professional development related to the Safeguarding Standards and/or Legislation.

4.0 COMMITTEE CHAIR

The Chair of the Safeguarding Committee will be appointed by the Brother Visitor on an annual basis. If the Chair is absent for the meeting, an alternate Chair for such meeting is to be nominated from within the Committee.

The Chair of the Safeguarding Committee is responsible for the following activities:

- Chairing meetings;
- Establishing the agenda for meetings;
- Follow up on business arising;
- Ensuring that accurate and agreed minutes of each Safeguarding Committee meeting are maintained;
- Preparation of reports for tabling; and
- Maintaining contact between the Safeguarding Committee and the Brother Visitor.

5.0 MEETINGS

Meetings are to be conducted on a quarterly basis, or when matters require them to be held more frequently. Unless otherwise required meeting dates will be determined in advance with meeting agenda and materials provided seven days prior to the meeting date.

Meetings will be conducted either face to face or via teleconferencing.

6.0 MINUTES

A member of the Safeguarding Committee shall be appointed as Minute Secretary on an annual basis. If the Minute Secretary is absent from a meeting the Professional Standards Officer is responsible for ensuring that the minutes are taken.

Minutes will be prepared in draft form by the Minute Secretary and provided to the Chair for review within five working days of the meeting. Once approved by the Chair, the Minute Secretary will circulate the draft minutes to all members of the Safeguarding Committee inviting feedback.

Minutes are then to be adopted at the subsequent Safeguarding Committee meeting. Once adopted Minutes cannot be amended.

Minutes of meetings are to contain a reference to relevant papers tabled, discussions and subsequent actions and/or decisions as agreed by the Committee.

The Minute Secretary is to ensure that all material tabled for discussion at meetings and subsequent minutes are maintained for future reference and are available to the Safeguarding Committee Chair and Brother Visitor.

7.0 CORRESPONDENCE

Correspondence related to the functions of the Safeguarding Committee will be included with meetings papers. Such correspondence may comprise any correspondence received or issued by the Committee Chair, Brother Visitor, legal advisors of the Trustees, statutory authorities and Catholic Church Directives.

Referenced Documents

Documents related to this Charter include:

- National Catholic Safeguarding Standards
- National Principles for Child Safe Organisations
- District of ANZPPNG Code of Conduct
- Edition One Integrity in Ministry, a Document of Principles and Standards for Catholic Clergy & Religious in Australia, June 2004 Edition One.