



## POSITION DESCRIPTION

<b>Job Title</b>	<b><i>Director of Safeguarding</i></b>
<b>Employer</b>	Edmund Rice Education Australia
<b>Department</b>	Executive Director's Office

<b>Date</b>	24 October 2018
<b>Reports to (title):</b>	EREA Executive Director

**Direct Reports**      0

<b>Approved by</b> (position holder)	<i>Michael Horsley</i>
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<b>Approved by</b> (line manager)	<i>Wayne Tinsey</i>
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### EREA VISION & MISSION

**Vision:**

Founded in values espoused in the Gospel, EREA seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion and liberation.

**Mission:**

Edmund Rice Education Australia offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

### POSITION PURPOSE

To ensure that all EREA schools and entities have in place policies and procedures that support the safety, protection and wellbeing of children and young people under their care.

To ensure that EREA's Child Safe Standards Framework is fully understood and implemented.  
To ensure that schools and entities meet their obligations and legislative requirements as defined in the framework in order to enhance a positive child-focused culture that keeps children and young people safe and free from harm.

The Director of Safeguarding works closely with the Executive Director, Regional Directors, Chair Youth+, the Director Risk and Compliance, the Director Governance and Strategic Engagement, the Director Communication and Global Engagement and School Principals.

Position Description - **Edmund Rice Education Australia**

ACCOUNTABILITY	MAJOR ACTIVITIES	MEASURES
<p><b>Research and Engagement</b></p>	<ul style="list-style-type: none"> <li>• Conduct research on best practice in Child Protection throughout Australia and abroad to further enhance the safety of children and young people under the care of EREA.</li> <li>• Liaise with Catholic Professional Standards Limited (CPSL) as the peak independent Church body established to monitor and audit church entities on their child protection policies, procedures and processes.</li> <li>• Maintain regular contact with Christian Brothers Professional Standards on historical allegations of abuse that might have implications for EREA schools.</li> <li>• Liaise with other church organisations such as Catholic Education Offices, Catholic Religious Australia, Catholic Education Commissions and IR/PJP organisations.</li> <li>• Liaise as required with peak child protection organisations in each State/Territory such as the Ombudsman’s Office, Family and Community Services (however so named), Professional Standards groups and Police.</li> <li>• Explore ways in which EREA might support those who have experienced abuse in what are now EREA schools/entities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing / Report</li> <li>• Ongoing / Report</li> <li>• Ongoing / Records kept</li> <li>• Ongoing / Contacts Recorded</li> <li>• Ongoing / Contacts Recorded</li> <li>• Committee/Working Party established &amp; report developed and presented to ED 2019</li> </ul>
<p><b>EREA Child Protection policies, procedures and other related documents and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Work with the Director Communication and Global Engagement to develop and maintain on the EREA website a Safeguarding page with links to the EREA Child Safe Standards, Child Protection Policy, Commitment Statement to Child Safety, Code of Conduct, EREA’s Apology to Victims and Survivors of Institutional Child Sexual Abuse, EREA Safe and Inclusive Learning Communities Statement and other child protection documents and materials.</li> <li>• Monitor and review EREA Child Protection policies and procedures and other child protection documents and materials. Policy includes reference to Director of Safeguarding, definitions of abuse, reporting and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Website developed to have a Safeguarding page live for public access 2018-2019</li> <li>• Ongoing – reviews are dated on approval and signed by Trustee or Board Chair</li> </ul>

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ACCOUNTABILITY	MAJOR ACTIVITIES	MEASURES
	<ul style="list-style-type: none"> <li>• Communicate the Director of Safeguarding Role Statement to the EREA community via a variety of digital and printed formats.</li> <li>• Develop a regular newsletter or bulletin on child protection issues and updates to be distributed to EREA schools and entities.</li> <li>• Ensure employment practices and processes at EREA National level conform to the requirements as expressed in EREA's Child Safe Standards (Standard 5: Robust Human Resource Management).</li> <li>• Ensure the Executive Director, the Executive Team, Regional Directors/Chair Youth + and Director of Safeguarding attend CPSL introductory training when this becomes available (Council President and Board Chair)</li> <li>• Ensure all relevant EREA employees (National and Regional staff, Principals, Deputy Principals; Heads of Campus Youth +) have safeguarding training and current WWC checks.</li> <li>• Ensure an organisation chart is publicly available with role statements highlighting those responsible for Safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Send Role Statement to all schools and EREA staff early 2019</li> <li>• Once per Term in 2019</li> <li>• 2019 work with National Manager Staff Services</li> <li>• When made available in 2019</li> <li>• Current and ongoing focus</li> <li>• Organisation Chart updated and published 2019 with Role Statement</li> </ul>
<b>EREA Child Safe Standards Framework</b>	<ul style="list-style-type: none"> <li>• Drive the implementation of the EREA Child Safe Standards Framework in all schools and entities.</li> <li>• Regularly monitor adherence to the EREA Child Safe Standards by visiting schools/entities, monitoring the child protection portal on Complispace and conducting formal audits (surveys/visits).</li> <li>• Provide advice to schools/entities on the Child Safe Standards and how they might be responded to and reported on.</li> <li>• Develop a check list to assist schools/entities to track compliance to the Child Safe Standards and legislative requirements relative to their State/Territory.</li> <li>• Provide training/PD on the EREA Child Safe Standards and related child protection matters such as reportable conduct, student engagement and child safe practices.</li> </ul>	<ul style="list-style-type: none"> <li>• 2019 and beyond – ongoing</li> <li>• Ongoing in 2019 and beyond. Set timetable for school visits in 2019</li> <li>• Ongoing</li> <li>• Begin 2018 to be available in 2019</li> <li>• On request – ongoing develop tailored training program</li> </ul>

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ACCOUNTABILITY	MAJOR ACTIVITIES	MEASURES
	<ul style="list-style-type: none"> <li>Monitor through Complispace staff child protection training in all schools/entities when harmonised. In the interim, gather reports from schools/entities on staff training progress.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing and reports gathered, analysed and appropriate action taken</li> </ul>
<b>School/Entity Support</b>	<ul style="list-style-type: none"> <li>Provide support to the Regional Directors/Chair Youth + and school/entity communities with child protection issues, especially with regard to providing advice and support on mandatory reporting, specific child protection matters and communication and providing support to Principals.</li> <li>Monitor child protection notifications through Complispace, follow up with schools/entities, maintain contact and provide support until the matter is concluded.</li> <li>Pass onto Principals any information from Christian Brothers Professional Standards of alleged historical child abuse that may have an impact on the relevant school/entity.</li> <li>Provide ongoing support to schools/entities managing the impact of historical child abuse allegations.</li> <li>Provide access to legal advice through Moores Legal firm for child protection related matters (EREA National) and access to other child protection services such as investigations and training of students in giving a voice on their own safety and wellbeing (user pay).</li> <li>Provide schools/entities with updates on changes to child protection legislation in each State/Territory as they arise.</li> <li>Work collaboratively with schools/entities and Regional Directors/Chair Youth + in relation to Safeguarding matters.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing and on request. Records are kept</li> <li>Ongoing and records kept</li> <li>Ongoing and records kept</li> <li>Ongoing and records kept</li> <li>Negotiate a retainer and other services 2018 to be reviewed in Nov 2019</li> <li>Ongoing through bulletin/newsletter</li> <li>Ongoing</li> </ul>
<b>Reports/Advice</b>	<ul style="list-style-type: none"> <li>Provide regular reports on Safeguarding to the Executive Director to be relayed to the EREA Board.</li> <li>Provide a verbal report on Safeguarding to the Executive, Leadership Team and to the Governance, Risk and Compliance Committee (GRC).</li> <li>Provide reports to external bodies such as CPSL and Government as required.</li> </ul>	<ul style="list-style-type: none"> <li>Prior to EREA Board Meetings</li> <li>Item at Executive, Leadership, GAC and RD meetings</li> <li>When required</li> </ul>

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ACCOUNTABILITY	MAJOR ACTIVITIES	MEASURES
	<ul style="list-style-type: none"> <li>● Gather data on schools/entities as to their progress on compliance to the EREA Child Safe Standards to report to the Executive Director (6<sup>th</sup> monthly).</li> <li>● Provide advice to the leadership of EREA on safeguarding matters and of issues as they arise.</li> <li>● Provide advice to the Executive Director and Executive on requirements, obligations and audit details from CPSL.</li> <li>● Inform the Executive Director of reportable conduct allegations, both present and historical, and advise on processes and procedures in support of school/entity communities, including communication processes (with the support of Rowlands).</li> </ul>	<ul style="list-style-type: none"> <li>● 6 monthly through Complispace and regular school visits</li> <li>● Ongoing</li> <li>● When notified by CPSL</li> <li>● Ongoing</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>● Attend key briefings, workshops, seminars, conferences on child protection; the Royal Commission Recommendations, CPSL Audits, redress and other associated Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>● When such Professional Development opportunities arise - ongoing</li> </ul>

DIMENSIONS & WORKING RELATIONSHIPS	
<p>Working Relationships</p>	<ul style="list-style-type: none"> <li>● EREA Executive Director</li> <li>● EREA National Directors</li> <li>● EREA Leadership Team</li> <li>● EREA Regional Directors / Chair Youth +</li> <li>● EREA Director Governance and Strategic Engagement</li> <li>● EREA Director Risk and Compliance</li> <li>● EREA Director Communication and Global Engagement</li> <li>● EREA School Principals</li> <li>● Catholic Professional Standards Limited</li> <li>● Christian Brothers Professional Standards</li> <li>● Relevant Ombudsman’s Offices</li> <li>● Family and Community Services (however so named)</li> <li>● Jurisdictional Police</li> </ul>



**DECISION MAKING AUTHORITY**





Responsibilities (Delegations) within allocated Budget:

- Engage consultants for strategic initiatives

**CRITERIA**

- Ability to demonstrate an understanding of the Charism of Blessed Edmund Rice as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition
- Have an understanding of Catholic schools and Child Protection legislation and accountabilities emerging from the Royal Commission
- Post graduate qualifications in education leadership or Child Protection
- Able to demonstrate a high level of skill in data analysis, policy development and processes in regard to child protection protocols and legislative requirements
- Have a proven ability to communicate effectively and work collaboratively
- Personal qualities:
  - Good interpersonal skills
  - Ability to develop and maintain networks
  - Strategic thinker
  - Ability to work independently and as part of a team

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Touchstone	Description	Behaviours
	<p><b>Liberating Education</b></p> <p>We open hearts and minds, through quality teaching and learning experiences, so that through critical reflection and engagement each person is hope-filled and free to build a better world for all.</p>	<p>We engage our Stakeholders openly and in a supportive manner</p>
	<p><b>Gospel Spirituality</b></p> <p>We invite all people into the story of Jesus and strive to make his message of compassion, justice and peace a living reality within our community.</p>	<p>We advise and counsel our Community</p>
	<p><b>Inclusive Community</b></p> <p>Our community is accepting and welcoming, fostering right relationships and committed to the common good.</p>	<p>We are inclusive and Collaborative</p>
	<p><b>Justice and Solidarity</b></p> <p>We are committed to justice and peace for all, grounded in a spirituality of action and reflection that calls us to stand in solidarity with those who are marginalised and the Earth itself.</p>	<p>We are focused upon just and fair outcomes</p>

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POSITION DESCRIPTION MAINTENANCE	
Date of last review:	October 2018
Date for next review:	October 2019

Signed \_\_\_\_\_  
**Director of Safeguarding**

Signed \_\_\_\_\_  
**EREA Executive Director**