

Safeguarding Implementation Plan: Terms of Reference

Prelature of Opus Dei in Australia and New Zealand

Last review date: 24 September 2020

Safeguarding Committees

1. Authority

- a. The Prelature of Opus Dei in Australia and New Zealand (the Prelature) has formally constituted two Safeguarding Committees which will monitor the faith education activities it has agreed to assist with, respectively, at boys' or girls' youth centres. Both committees are to be chaired by the Regional Vicar of the Prelature.
- b. Each Safeguarding Committee will oversee and monitor policies, procedures and practices which safeguard children engaging with the Prelature and to ensure safeguarding functions are embedded in the governance structures and practices of the Prelature.

2. Purpose and Responsibilities

Each Safeguarding Committee:

- a. Oversees the effective ongoing implementation of child and vulnerable persons safeguarding practices, including the Safeguarding Policy and related procedures and practices.
- b. Monitors, tracks progress and reviews the Safeguarding Implementation Plan for the Prelature.
- c. Identifies and contributes to the development and/or ongoing review of the Safeguarding Policy, Commitment Statement and appropriate elements of the Code of Conduct.
- d. Supporting the Regional Vicar and the Prelature to implement all aspects of the National Catholic Safeguarding Standards.

3. Term of Office

Members are appointed by the Regional Vicar for a term of four years.

4. Frequency of meetings

Each Committee meets 6 times per year (with additional meetings organised on a needs basis)

5. Quorum

Four members, including the Chair, is considered a quorum for meetings of the Committee.

Safeguarding Coordinators

6. Appointment

The Regional Vicar will appoint two Safeguarding Coordinators which will monitor the faith education activities it has agreed to assist with, respectively, at boys' or girls' youth centres. Each Safeguarding Coordinator will report to the Regional Vicar.

7. Position Rationale

This position is responsible for coordinating, overseeing and monitoring the fundamental obligation of the Prelature to ensure the proper safeguarding of children.

8. Major accountabilities

- a. In line with the National Catholic Safeguarding Standards, liaise and provide advice to the Regional Vicar on all matters relating to the safeguarding of children.
- b. Maintain knowledge of relevant legislation relating to child safeguarding to ensure the Prelature maintains compliance at all times.
- c. In consultation with leadership, develop and/or review policies for the safeguarding of children.
- d. Ensure that clear policies and procedures are developed and communicated to identify and report disclosures or suspicions of harm/abuse.
- e. Communicate policies to all persons to which the Safeguarding Policy applies.
- f. Provide and/or coordinate training and education. Areas include, but are not limited to, the following:
 - Code of Conduct.
 - Safeguarding risk management.
 - Safeguarding Policy and other relevant policies.
 - Complaint Handling Policy and procedures.
 - Reporting obligations.
 - E-safety.
- g. Ensure systems are in place for accurate and up-to-date record keeping in relation to all training activities.
- h. Develop and promote safeguarding practices.
- i. Develop and assist in the implementation of entity policies concerning the notification and response to abuse, the investigation of allegations of child abuse, reportable conduct and other complaints as required.

Child Protection Officers and Advisory Panel

9. Child Protection Officers

The Regional Vicar will appoint a Child Protection Officer who will be responsible for receiving notification of all allegations of child abuse involving faithful of the Prelature who have been specifically assigned by the Prelature to provide Christian formation to young people, while they are carrying out those activities. The Vicar may also appoint Assistant Child Protection Officers, if necessary, in order to cater for geographical or special needs.

10. Major accountabilities

- a. To receive any kind of allegation or information, either directly from the victim or from a third party, related to conduct referred to in the Safeguarding Policy.
- b. To gather all the necessary information in order to identify the accused and any potential victims, and any other details which may be of relevance to the facts or persons concerned.
- c. To provide guidance to the person that is making an allegation and, if applicable, the presumed victim regarding the process to be followed in a civil or canonical context.
- d. To inform, promptly and with discretion, the Regional Vicar regarding the allegations made and the actions taken regarding the relevant matter. The person making the allegation will be notified of this step.
- e. To keep the duty of confidentiality.
- f. To inform the Regional Vicar on a regular basis of all actions taken regarding the relevant matter.

11. Advisory Panel

The Child Protection Officer, the Assistant Child Protection Officers and the Promoter of Justice of the Prelature will function as an Advisory Panel to assist the Regional Vicar when having to deal with child abuse allegations made against faithful of the Prelature. The Advisory Panel will provide support and advice to the Vicar in relation to complaint handling, including responses to and support for all persons affected by reported/alleged incidents relating to breaches of child safeguarding.

12. Review of Safeguarding Documents

All policies and procedures relating to Safeguarding of the Prelature are to be reviewed at least every three years, unless legislative changes or other significant changes necessitate a review sooner.

Sydney, 24 September 2020