



UKRAINIAN CATHOLIC CHURCH IN AUSTRALIA, NEW ZEALAND & OCEANIA

Safeguarding Officer- Role Description

"How precious is your unfailing love, O God!

All humanity finds shelter in the shadow of your wings."

Psalm 36:7-8



DOCUMENT INFORMATION

NAME	Parish Safeguarding Officer Role Description
DESCRIPTION	Describes the role of a parish council member who is appointed to support safeguarding in the parish
SCOPE (applies to)	Parish Council Safeguarding Officers
STATUS	New
CATEGORY	Standards 1, 5, 9, 10
SUB- CATEGORY	1.3.1, 1.2.3,
APPROVAL AUTHORITY	Eparch Ukrainian Catholic Church in Australia, New Zealand & Oceania
GOVERNING AUTHORITY	Eparchial Safeguarding Committee
RESPONSIBLE OFFICER	Vicar General & Chair Eparchial Safeguarding Committee
APPROVAL DATE	19 th April 2026
DATE OF REVIEW	12 monthly

Parish Safeguarding Officer

ABOUT THE ROLE:

The Parish Safeguarding Officer (PSO) plays a crucial role in supporting the safety and wellbeing of all in the parish community, with a specific focus on children and adults at risk. The Parish Safeguarding Officer is a vital role within parish councils, ensuring that safeguarding practices are upheld and that the parish remains a safe environment for all.

This position requires a commitment to safeguarding principles, helping create a culture of safety and respect within the parish community.

KEY TASKS:

1. Be familiar with Parish activities involving children and adults at risk, ensuring compliance with safeguarding policies and procedures.
2. Ensure that safeguarding is a standing agenda item at parish council meetings and record actions and activities.
3. Be familiar with Eparchial safeguarding policies and support parish administrators in their implementation.
4. Liaise with the Eparchial Safeguarding Committee by reporting all safeguarding complaints to the chair of the Eparchial Safeguarding Committee and maintaining records of concerns.
5. Attend ACSL & Eparchial safeguarding training offered for PSOs.
6. Assist with safeguarding awareness in the parish.
7. Ensure that the Church Safeguarding Commitment Statement and contact details are displayed in all Church premises.
8. With the parish council, undertake regular safeguarding self-assessments.
9. Ensure that volunteer compliance checks are carried out – for example, Working with Children checks.
10. Keep secure records and maintain strict confidentiality,

