

RESPONSIBILITIES OF VOLUNTEER/EMPLOYEES IN PARISHES



Responsibilities of a Volunteer/Employee

Parish workers have a responsibility to:

- Undertake work induction and training as required
- Be familiar with and comply with the parish's child safety policy and code of conduct and any other policies or procedures relating to child safety
- Work on tasks suitable to their skills and experience
- Behave in an ethical manner
- Keep parish matters confidential, including those relating to children, except where reporting or child safety obligations dictate otherwise
- Use appropriate information channels within the parish when needing information, support, back-up, supervision or review
- Be aware of their duty of care to children
- Proactively monitor and support the wellbeing of children in their care
- Exercise pastoral care in a manner which reflects the parish's values
- Implement the strategies which promote a healthy and positive learning environment
- Assist in the provision of a child-safe environment for children
- Comply with occupational health and safety policies and practices
- Maintain a Working with Children Check
- Be aware of protocol when representing the parish.

VOLUNTEER APPLICATION PROCESS IN PARISHES



Volunteer Application Process

Thank you for your interest in becoming a volunteer with **Ss Michael & John's Parish, Horsham**. Our volunteers are integral to the parish experience for our parishioners and they provide an important link to the community. We welcome your enquiry about volunteering and hope you will find the experience rewarding.

APPLICATION PROCESS

1. Application Form

The Child Safe Standards require us to gather, verify and record a person's history of work involving children. The parish takes child safety very seriously and for this reason, potential volunteers are required to list their entire work history and include any volunteer work involving children.

2. Interview

It is parish practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and assessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the position and the parish in general.

3. Referee checks

The parish takes child safety very seriously and for that reason we make it a practice to conduct referee checks of all potential volunteers to assess their suitability to work with children. The referee check is a discussion between the parish and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

4. Pre-engagement checks

The *Working with Children Act 2005* (Vic) requires that any person doing unsupervised child-related work must have a valid Working with Children Check (WWCC). The policy of the Diocese of Ballarat goes further than that, requiring all volunteers to attain a WWCC, with only very limited exceptions. You should discuss with your Parish Priest if you think an exemption may apply to you.

LETTER CONFIRMING VOLUNTEER WORK



[Date]

[Insert volunteer name]
[Insert volunteer address]

Dear [insert volunteer name]

Welcome and thank you for taking on the very important role of [insert volunteer role title] with Ss **Michael & John's Parish, Horsham**. We place a high value on our volunteers, who are integral to the running of our parish.

The duties and responsibilities for this volunteer role can be found in the attached Responsibilities of Volunteer Form. Please note this is not an offer of employment and does not constitute a contract of employment with [insert volunteer name].

The parish takes the safety, wellbeing and inclusion of all children very seriously. Please find attached a copy of the Diocese of Ballarat Commitment to Child Safety and the parish's child safety policy and code of conduct. I ask that you take the time to read and familiarise yourself with these documents and upon commencement of your volunteer work, you will have an opportunity to ask questions about them.

I hope that you enjoy your time with us and look forward to your contribution to **Michael & John's Parish, Horsham**.

Yours sincerely

Fr Peter Hudson
Parish Priest