

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS PREVENTION AND PROTECTION POLICY

APPENDIX – RESOURCE DOCUMENTS

February 2022

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RESOURCE DOCUMENTS

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Appendix 1.0: PREVENTION COMPLIANCE CHECKLIST

To be audited annually

	Yes	No	Comment
Safe Recruitment and Selection Practices			
A Local Safeguarding Representative has been appointed and introduced to the Parish.			
All elements of the safe recruitment and selection checklist have been considered and applied to recruitment processes and records kept on file.			
Task descriptions for employee/volunteer roles involving children and vulnerable adults have been developed, implemented and recorded on file.			
Application forms for new staff and volunteers have been used and kept on file.			
References for the applicant/s have been checked.			
Declaration Forms have been completed by all new volunteers and employees and kept on record.			
Suggested Interview questions have been incorporated into the recruitment process for all employees and volunteers.			
Each volunteer and employee has completed the Volunteer Form/New Employees Details Form recording the appropriate personal details and kept on file.			
Each volunteer and employee has undertaken the induction process pertinent to their role and a record noted on their file.			
Employees and volunteers have been trained in relevant policies including Safeguarding,			

Volunteer, Privacy and WH&S policies.			
Each volunteer is noted on our Volunteer Register / database with all fields completed.			
Employees and volunteers have a valid Victorian Working with Children Check &/or Criminal History/Police Check and the appropriate procedures in relation to starting work have been followed.			
Annual checking of Working With Children Check compliance is diary noted for action.			
Code of Ethical Behaviour:			
Each employee and volunteer has received a copy of the 'Parish Code of Ethical Behaviour' and has signed a copy indicating his or her understanding. This copy is kept on file.			
Each employee and volunteer is aware of and implements the Parish Code of Ethical Behaviour.			
Safe Activities:			
Risk assessment strategies are implemented and followed through (See Appendices 4 – 4.12)			
Employees and volunteers know and understand the Safeguarding Recording Form (Appendix 10) and the Reporting Procedure.			

This audit completed by:

NAME: _____

DATE OF AUDIT: _____

Signature: _____

The completed document is to be retained for future reference.

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The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

2 VOLUNTEER POSITION DESCRIPTIONS

Appendix 2.1: LOCAL SAFEGUARDING REPRESENTATIVE

OUR LADY OF LOURDES PARISH BAYSWATER SAFEGUARDING REPRESENTATIVE POSITION DESCRIPTION			
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Position title:	Safeguarding Representative	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	All Ministry Heads, Altar Servers Trainer, Children's Liturgy of the Word Leader, Sacramental Program Leader, Home Visits/Communion to the Sick Leader
Position Purpose:	The person in this role is responsible for making sure that the parish/agency is aware of the importance of safeguarding children and vulnerable adults; promoting safe practice including what is appropriate and inappropriate behaviour; and with their Parish Priest assisting in the administration of the parish Safeguarding Children and Vulnerable Adults Policy. When volunteers are appointed the Local Safeguarding Representative may also be responsible for arranging for training in best practice for dealing with situations where children and vulnerable adults are present and in what to do if they are concerned about a particular situation or person.		
Qualifications and experience:	<ul style="list-style-type: none"> • Holder of a Valid & Positive Notice Victorian Working With Children Check as well as verified references which vouch for this person's suitability to hold the role of Local Safeguarding Representative. • Administrative ability, high order communication skills, computer skills. • Knowledge of the Parish Safeguarding Children and Vulnerable Adults; Volunteer; Privacy; and WH&S policies, the Code of Ethical Behaviour. • Experience in office administration, education and training an advantage. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. 		

	<ul style="list-style-type: none"> • Expected commitment is 4 hours a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Must apply for a Police Check or provide a recent Police Check.
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Skills and attributes:
<ul style="list-style-type: none"> • Commitment to the safety of children, young people and vulnerable people • Motivated to work within the Catholic Church environment and a strong commitment to its values. • High level of honesty and integrity • Reliability • Responsibility • Willingness to work collaboratively as part of a team • Planned and organised • Willingness to participate in learning opportunities e.g. induction, training and development • Able to communicate effectively and respectfully with others • Flexible and adaptable • Respect confidentiality and privacy • Resilience • Compassion • Understanding • Maintains professional boundaries • Is approachable to children, young people and adults.

Key Results Areas:	Key Duties:
Maintain the parish's register of volunteers.	<ul style="list-style-type: none"> • Keep up to date records of volunteers including Valid Working With Children Check &/or Police Check register and training appropriate to their volunteer roles.
Meet with coordinators of various groups to ensure that all elements of the Safeguarding Children and Vulnerable Adults Policy are known and are being implemented.	<ul style="list-style-type: none"> • Annual meeting with this group with meeting notes recorded and filed.
Arrange for necessary training for volunteers.	<ul style="list-style-type: none"> • Ensure that all volunteers are appropriately trained in Safeguarding Children and Vulnerable Adults, Volunteer, Privacy and OH&S policies; and skills and knowledge necessary for their volunteer tasks.

Key Results Areas:	Key Duties:
Attend the Parish Pastoral Council (PPC) Meeting	<ul style="list-style-type: none"> The PPC will understand Parish Safeguarding Representative's role and the Parish Safeguarding Children and Vulnerable Adults Policy.
Communicate with the wider parish regarding safeguarding concerns.	<ul style="list-style-type: none"> Utilise the parish bulletin to remind parishioners including parents of safeguarding practices and contacts should they have concerns.
Facilitate training in safeguarding policy and practices	<ul style="list-style-type: none"> If qualified to do so provide training or contact the Archdiocese to provide training to all appropriate groups in the parish.

Appendix 2.2: CHILDREN'S LITURGY OF THE WORD (CLOW) LEADER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER
CHILDREN'S LITURGY OF THE WORD (CLOW) LEADER
POSITION DESCRIPTION**

POSITION TITLE	Children's Liturgy of the Word (CLOW) Leader
POSITION PURPOSE	The role of the Children's Liturgy Leader is to lead children in a Liturgy of the Word that is age appropriate, communicated effectively, understandable and meaningful.
POSITION REPORTS TO	Parish Priest, Children's Liturgy of the Word (CLOW) Coordinator
POSITION CONDITIONS	<ul style="list-style-type: none"> • Lead Children's liturgy activities • This is a volunteer position that operates on a scheduled roster • Expected time commitment is 2-3 hours every 4-6 weeks • Working with Children Check with Our Lady of Lourdes parish nominated as a location must be in place
POSITION COMPETENCIES	<ul style="list-style-type: none"> • Well-developed communication skills • A warm positive and respectful manner when interacting with others, in particular children. • Ability to maintain professional boundaries yet be warm and approachable. • Ability to interpret the scripture message and apply it to the daily life of children in a positive and encouraging manner. • Ability to source appropriate resource to enhance CLOW sessions. • Time management in relation to preparation of materials and set up of the liturgy space. • Managing children's behaviour appropriately and knowing when to pass difficult behaviour onto the parent of the child.
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • A passion for passing on the Catholic Faith to children • The ability to follow the Principles for Celebrating Children's Liturgy of the Word • Commitment to the safety of children, young people and vulnerable people

	<ul style="list-style-type: none"> • Motivated to work within the Catholic Church environment and a strong commitment to its values • Respect confidentiality and privacy • Reliability • Willingness to work collaboratively as part of a team • Willingness to participate in learning opportunities e.g. induction, training and development
POSITION TRAINING	<ul style="list-style-type: none"> • Induction will be provided to new volunteers including expectations in conducting CLOW and resources to be used. • Training material may include resources from the Archdiocese including videos and information sheets.
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Code of Ethical Behaviour • Current Victorian Working with Children Check with Our Lady of Lourdes as a nominated location

KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES

Children's liturgy of the word

Specific tasks:

- Conduct Children's Liturgy sessions with Parish children during Mass
- Liaise with other Children's Liturgy volunteers as required to fulfill the requirements of Children's Liturgy of the Word at the parish.
- Be prepared for the specific set of readings of the day and provide children with opportunities for full, relevant and authentic participation in the Liturgy.
- Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
- Lead the children into church at the beginning of Mass and then out into the Narthex for children's liturgy.
- Facilitate leading the children back to the congregation in time for Liturgy of the Eucharist.
- Tidies Children's Liturgy area afterwards, making sure materials are in place for the next Children's Liturgy.

Principles for celebrating Children's Liturgy of the word:

- Sharing the Gospel with the children.
- Encouraging the children to participate in prayer recitation.
- Providing paper-based materials relevant to the Gospel for the children's use, for example, colouring sheets, word searches, crosswords etc.
- Engaging the children in questions and answers relevant to the Gospel
- Where possible, engage the children in singing.
- Where possible, display the paper-based material completed by the children for view within the parish.

Safeguarding protocol requirements:

The leader on rostered duty for Children's Liturgy must ensure that:

- Parents who do not attend Children's liturgy with their children must sign them in prior to commencement of Children's liturgy and must sign them out at the conclusion.
- There must be at least 2 leaders (or a leader and an assistant who may be a parent helper) present during Children's liturgy.
- They are aware of people movement in and out of the area where Children's liturgy is conducted, with particular oversight of the children whose parents are not present
- At the conclusion of Children's liturgy, a photograph of the sign-in/out sheet is taken and emailed to the nominated Children's liturgy email address. The paper copy must be kept within the Children's liturgy file and after a period of time archived for record keeping in the parish office.

Administration

- With the assistance of other Children's Liturgy of the Word leaders, ensure there are sufficient resources such as poster paper, stationery, Bibles and other material required for Children's liturgy.
- Organise to swap with another leader if the leader is unable to lead Children's Liturgy when rostered.
- With the assistance of the Children's Liturgy of the Word leaders, decorate the Children's liturgy board in the Narthex with the relevant liturgical colours and content.

Special events

- When needed, coordinate with other Children's liturgy leaders to organise events that occur for the Children's liturgy group. For example, the Easter Egg hunt, colouring competitions and the Christmas Nativity play.

Appendix 2.3: SACRAMENTAL TEAM COORDINATOR

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER SACRAMENTAL TEAM COORDINATOR POSITION DESCRIPTION

Our Lady of Lourdes Catholic Church Bayswater has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, young people and vulnerable adults.

VOLUNTEER TITLE:	Sacramental Team Coordinator
PARISH	Our Lady of Lourdes Bayswater VIC
VOLUNTEER REPORTS TO:	Position: Parish Priest/Administrator or his nominee Name of incumbent:
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE	
This role, under the guidance and direction of the Parish Priest/Administrator, works to implement the Archdiocesan Sacramental Policy in this parish by leading the sacramental preparation team, which works with children and their families preparing to celebrate the Sacraments of Initiation.	

KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES	
Tasks	Expectations
Prepare the team with appropriate training and materials for the particular Sacrament being celebrated.	<p>Ensure that volunteers have been appropriately recruited and screened for this role in accordance with Archdiocesan Safeguarding Children policy and the role description.</p> <p>Establish a warm and welcoming atmosphere for these volunteers, instilling confidence in their tasks.</p> <p>Ensure that the team understands clearly what is to be taught and that the necessary materials are made available to them.</p>

<p>Advertise the program of Sacramental Preparation throughout the parish, its school and the local state schools.</p>	<p>Ensure that communication strategies and tools will reflect the pastoral characteristic of the parish with accurate and accessible contact details.</p>
<p>Provide Sacramental preparation at times that most suit those who are accessing the preparation.</p>	<p>Ensure that the preparation program will be responsive to community needs based upon review of and feedback from previous preparation programs</p>
<p>Ensure that arrangements for the celebration of the Sacrament have been made well in advance:</p> <p>Book the Archbishop/Bishop for the celebration liturgy.</p> <p>Book and advertise Mass times and advertised to the community and the participants.</p> <p>Convey necessary information to the liturgy committee and musicians</p> <p>Work in conjunction with the administrative support staff to ensure that necessary requirements are met including booklets, certificates, medals, candles, and gifts.</p>	<p>Ensure that these tasks and others necessary for the smooth running of this celebration are completed well in advance of the date.</p>
<p>This role will comply with Parish policies:</p> <ul style="list-style-type: none"> • Sacramental, • Work Health and Safety, • Volunteer, • Safeguarding Children policies; and • Code of Ethical Behaviour <p>Including setting appropriate boundaries and implementing practices, which safeguard children. Compliance with Archdiocesan policies in this regard is mandatory.</p>	<p>Incumbents will receive copies of the following Parish policies:</p> <ul style="list-style-type: none"> • Sacramental • Workplace Health and Safety, • Volunteer, • Safeguarding Children policies; and • Code of Ethical Behaviour <p>Before taking up this role the volunteer will read the policies and sign that s/he understands and agrees to these expectations.</p> <p>Wherever possible a parish or archdiocesan representative will ‘walk through’ these policies with the person and ensure that understanding is signed off.</p>

INCUMBENT REQUIREMENTS:

Competencies:

- Strong team and leadership skills based upon Servant Leadership principles;
- Ability to appropriately participate with the Parish Priest/Administrator in the recruitment of members for the Sacramental Team;
- Highly developed communication, organisation and administration skills;
- Warm positive and respectful manner when interacting with others in particular children and families; and the ability to maintain appropriate personal boundaries;
- Ability to use appropriate non-discriminatory language.

Knowledge / Qualifications:

- Formal theological qualifications highly desirable (for example, Cert IV in Christian Ministry and Theology)
- Understanding of Archdiocesan policies: Safeguarding Children, WHS, Volunteer, Sacramental;
- Knowledge and practice of appropriate behaviour management strategies for children.

Work Experience:

- Prior successful demonstration of leadership skills;
- Prior successful experience in roles requiring effective communication skills across a range of audiences;
- Teaching and/or childcare experience may enhance this role.

Personal Qualifications / Attributes / Traits / Capabilities:

- Calm, patient, respectful demeanour;
- Ability to lead, encourage and motivate a team;
- A keen interest in and practice of the Catholic Faith and the development of that Faith in others;
- Respect for a range of family circumstances within the community for example, inter-faith marriages; single parent families; stepfamilies.
- Those blessed with the following Charisms: leadership, encouragement, administration, helps, faith, and intercessory prayer may be well suited to this role.

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Be clear as to the parish expectations of those seeking the sacraments and be able to compassionately convey these.

Manage team members in such a manner as to utilise their particular Charism/s and talents and to form a cohesive, well functioning team.

In the event of confrontation within the Sacramental Team, the Coordinator manages the

issue in a compassionate and listening manner, not personalising the questions or situation, endeavouring to mediate a resolution within the team. Should this not be possible, refer on to the Parish Priest/Administrator.

Managing any confrontation with a parent or child who disagrees with the material being taught and/or with any organisational arrangements in a compassionate and listening manner not personalising the question and being able to refer the person onto the Parish Priest/Administrator if necessary.

Manage a variety of family demands, for example, from separated families – referring onto the Parish Priest/Administrator as appropriate.

Appendix 2.4: SACRAMENTAL TEAM MEMBER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER SACRAMENTAL TEAM MEMBER POSITION DESCRIPTION

Our Lady of Lourdes Catholic Church Bayswater has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, young people and vulnerable adults.

VOLUNTEER TITLE:	Sacramental Team Member	
PARISH	Our Lady of Lourdes Bayswater VIC	
VOLUNTEER REPORTS TO:	Parish Priest/Administrator and/or Sacramental Team Leader Name of incumbent:	
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE / PRIMARY OBJECTIVE		
This role, under the guidance and direction of the Parish Priest/Administrator, works to implement the Archdiocesan Sacramental Policy in this parish by leading the sacramental preparation team, which works with children and their families preparing to celebrate the Sacraments of Initiation.		
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES		
Tasks	Expectations	
To train and build relationships with families and children who are preparing for the sacrament.	Establish a warm and welcoming atmosphere for the children and families preparing to celebrate the Sacraments of Initiation.	
In carrying out the above the role, follow the appropriate parish based sacramental preparation program, adhering to the parish program and not deviating to include personal beliefs/ideas.	The parish based sacramental preparation program will be clearly and concisely followed; expectations of the parish in regard to sacramental preparation will be explained; any questions answered or followed up for later answer.	
This role will comply with Parish policies: <ul style="list-style-type: none"> • Sacramental • Work Health and Safety, • Volunteer 	Incumbents will receive copies of the Parish policies: <ul style="list-style-type: none"> • Sacramental • Work Health and Safety, • Volunteer 	

<ul style="list-style-type: none"> • Safeguarding Children policies; and • Code of Ethical Behaviour 	<ul style="list-style-type: none"> • Safeguarding Children policies; and • Code of Ethical Behaviour
<p>Including setting appropriate boundaries and implementing practices, which safeguard children.</p> <p>Compliance with Archdiocesan policies in this regard is mandatory.</p>	<p>Before taking up this role the volunteer will read the policies and sign that s/he understands and agrees to these expectations.</p> <p>Wherever possible a parish or Archdiocesan representative will 'walk through' these policies with the person and ensure that understanding is signed off.</p>
<p>INCUMBENT REQUIREMENTS:</p> <p><u>Competencies:</u></p> <ul style="list-style-type: none"> • Highly developed communication skills; • Warm, positive and respectful manner when interacting with others in particular with children and families and the ability to maintain appropriate personal boundaries; • Ability to use appropriate non-discriminatory language; <p><u>Knowledge / Qualifications:</u></p> <ul style="list-style-type: none"> • Theological understanding of Sacraments of Initiation; • Understanding of the Archdiocesan Sacramental policy; • Knowledge and practice of appropriate behaviour management strategies for children; <p><u>Work Experience:</u></p> <ul style="list-style-type: none"> • Prior experience in roles which require effective communication skills across a range of audiences; • Parenting, teaching, child care – may all enhance this role; • Personal Qualifications / Attributes / Traits / Capabilities: • Good organisational and time management skills; • Patient, warm and approachable nature • Ability to work as part of a team; • A keen interest in and practice of the Catholic Faith and the development of that Faith in others; • Those blessed with the following Charisms: helps or administration or teaching or mercy or encouragement or craftsmanship; • Respect for the range of family circumstances within the community, for example, interfaith families; single parent families; step families; • Time to commit to the sacramental preparation program for a period negotiated with the Parish Priest/Administrator or Sacramental Preparation Team Leader. 	

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Be clear as to the parish expectations of those seeking the sacraments and be able to compassionately convey these.

Managing any confrontation with a parent or child who disagrees with the material being taught and/or with any organisational arrangements in a compassionate and listening manner not personalising the question and being able to refer the person onto the Sacramental Team Leader or Parish Priest/Administrator.

Management of a variety of family demands, for example, from separated families – referring onto the Sacramental Team Leader or Parish Priest/Administrator as appropriate.

Appendix 2.5: ALTAR SERVERS TRAINER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER ALTAR SERVERS TRAINER POSITION DESCRIPTION

VOLUNTEER TITLE:	Altar Servers Trainer	
PARISH	Our Lady of Lourdes Bayswater VIC	
VOLUNTEER REPORTS TO:	Position: Parish Priest/Administrator or his nominee Name of incumbent:	
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE / PRIMARY OBJECTIVE		
This role provides training in Altar Serving to young people who have received first Holy Communion, who have the support of their families in regular attendance at Mass and who wish to serve their parish community in this way.		
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES		
Tasks	Expectations	
Training in all aspects of Altar serving presented in a way that offers friendship, fun and some learning, to which young people will respond positively.	Children/young people will be competent in serving at the Altar during Mass, carrying the processional cross, and assisting in other activities as designated for this role. Altar Servers will be well presented and knowledgeable about all elements of the Mass.	
INCUMBENT REQUIREMENTS:		
<u>Competencies:</u>		
Good communication skills; ability to inspire young people and appropriately manage their behaviour.		
<u>Knowledge / Qualifications:</u>		
Knowledge of the role of Altar Serving and the Liturgy; Understanding and application of Safeguarding Children and Code of Ethical Behaviour as required by the parish; have a Positive Victorian Working with Children Check; Awareness and application of WHS in the parish/church.		

Work Experience:

Previous experience in one of the following roles: Altar Server, Sacristan, Liturgical Presider.

Personal Qualifications / Attributes / Traits / Capabilities:

Patience, interest in passing on the knowledge of the Liturgy.

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Knowledge, understanding and application of all aspects of Altar serving. Managing behaviour of children and young people.

Appendix 2.6: SACRISTAN

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER SACRISTAN POSITION DESCRIPTION

Our Lady of Lourdes Catholic Church Bayswater has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, young people and vulnerable adults.

VOLUNTEER TITLE:	Sacristan		
PARISH	Our Lady of Lourdes Bayswater VIC		
VOLUNTEER REPORTS TO:	Position: Parish Priest/Administrator or his nominee Name of incumbent:		
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE / PRIMARY OBJECTIVE			
This role, under the general direction of the clergy, ensures that everything is in place before the liturgy commences. It is an essential service to the worshipping assembly. The Sacristan takes responsibility for opening up the church, turning on lights and microphones, putting out the Missal and Lectionary (marked at the right place) and setting out chalices, plates, cruets, bread and wine, before Mass can be celebrated.			
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES			
TASKS	Expectations		
Arranges books needed for the celebration, marking all of the divisions. Lays out the vestments. Prepares and lays out ready the vessels, linens, oils, processional crosses, candles. To facilitate a smooth liturgy by anticipating the needs of the presider and other members of Through reverence and respect contribute to the sense of the sacred.	All preparations are done well before Mass Appropriate cleaning and tidying is completed following the Mass. All supplies are ordered and monitored. All linens, vessels, vestments and other important equipment are in good order.		

INCUMBENT REQUIREMENTS:Competencies:

- Good organisational and time management skills. A sense of hospitality so that all feel welcomed by the actions and words of the Sacristan.

Knowledge / Qualifications:

- Knowledge of the Liturgy, the books and accouterments;
- Understanding and application of Safeguarding Children and Code of Ethical Behaviour as required by the parish; have a Positive Victorian Working with Children Check;
- Awareness and application of WHS in the parish/church.

Work Experience:

Not Applicable

Personal Qualifications/Attributes/Traits/Capabilities:

- Patience, hospitality, a sense of the sacred.

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Anticipating the needs of different clergy. Knowledge of the requirements of specific Masses especially high celebrations and holy days.

Appendix 2.7: YOUTH MINISTRY WORKER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER YOUTH MINISTRY WORKER POSITION DESCRIPTION

Our Lady of Lourdes Catholic Church Bayswater has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, young people and vulnerable adults.

VOLUNTEER TITLE:	Youth Ministry Worker	
PARISH	Our Lady of Lourdes Bayswater VIC	
VOLUNTEER REPORTS TO:	Position: Parish Priest/Administrator; Parish Pastoral Council Name of incumbent:	
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE / PRIMARY OBJECTIVE		
This role under the guidance and direction of the Parish Priest/Administrator, works to provide expert guidance and assistance to the parish community in responding to, planning and delivering for the needs of youth.		
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES		
TASKS	Expectations	
Be a visible presence within the parish community; Communicate and promote youth activities to wider parish. Establish, coordinate and facilitate the parish youth group activities. Plan spiritual growth programs, activities and events that include opportunities for youth to worship, share fellowship with each other, explore the Bible and apply the meaning to their lives; Ensure that youth ministry is integrated into the parish community; Coordinate social justice and outreach activities e.g. Mini Vinnie's; Attend youth ministry team meetings;	Regular attendance at Mass; Plan dates for youth activities, advertise, liaise with and form suitable leaders and parent supporters. Plan for formation opportunities for young adults and for the youth liturgy team engaging expert speakers as necessary A financial report is to be submitted to the	

<p>Provide a monthly report to the Parish Pastoral Council (PPC) and attend the PPC meeting when required Propose an annual budget for youth ministry; Monitor and account for all expenditure</p> <p>Implement parish guidelines for Safeguarding Children and Vulnerable Adults. Implement WHS for self and others as per Parish Policies and Guidelines. Attend appropriate in-service training and seek mentoring from Archdiocesan personnel as appropriate.</p> <p>Any other duties requested.</p>	<p>Parish Finance Council and included in the report to the Parish Pastoral Council.</p> <p>Follow the selection and screening processes from the policy. Appropriate registers of volunteers and Working with Children Checks are to be kept and ready for both ad-hoc and annual audit.</p> <p>Risk Assessments and maintenance of risk registers for all youth activities maintained and reviewed annually.</p> <p>Ensuring the Safety of all within the parish environment.</p>
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INCUMBENT REQUIREMENTS:

Competencies:

- Highly developed communication skills, both verbal and written;
- Warm positive and respectful manner when interacting with others in particular with young people and families;
- Ability to maintain appropriate personal boundaries;
- Ability to use appropriate non-discriminatory language;
- Hold a current Victorian Driver's licence and have access to an insured vehicle;
- Possess a current Positive Victorian Working with Children Check or in process of obtaining one.

Knowledge / Qualifications:

- Hold or be willing to complete training and/or coursework in theology or scripture relating
- The Catholic faith and youth work. Be willing to participate in ongoing formation.
- Knowledge and practice of appropriate behaviour management strategies for young people;
- Basic office skills – word processing, email, phone fax

Work Experience:

- Prior experience in roles which require effective communication skills across a range of audiences;
- Parenting, teaching or child care – may enhance this role;
- Good organisational and time management skills.

Personal Qualification / Attributes / Traits / Capabilities:

- Patient, warm and approachable nature;
- Ability to work as part of a team;
- Those blessed with the following charisms: helps or administration or teaching or mercy or encouragement;
- Preparedness to work flexible hours
- Those gifted with the Charisms of encouragement, helps, mercy or teaching may be suited to this ministry.

Appendix 2.8: VOLUNTEER DRIVER TRANSPORT MINISTRY

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER VOLUNTEER DRIVER TRANSPORT MINISTRY POSITION DESCRIPTION

Our Lady of Lourdes Catholic Church Bayswater has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, young people and vulnerable adults.

VOLUNTEER TITLE:	Volunteer Driver Transport Ministry	
PARISH	Our Lady of Lourdes Bayswater VIC	
VOLUNTEER REPORTS TO:	Parish Priest/Administrator or his nominee Name of incumbent:	
MAIN PURPOSE OF THIS MINISTRY: Is to provide transportation within the parish boundaries to parishioners requiring it.		
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES		
TASKS	Expectations	
Provides transportation at the request of the Priest and/or Ministry Coordinator. Keeps a record of all visits, including dates and times, to be given to Ministry Coordinator. Observes confidentiality regarding the personal matters of the participant. Brings to the attention of the coordinator any matters related to changes in health and/or needs of the person. Keeps emergency phone numbers and has a mobile phone in case an emergency arises with the participant.	Parishioners who require transport receive the service via this ministry. Those in need or isolated have occasional support and thus have their well being monitored.	

INCUMBENT REQUIREMENTS:

Competencies:

- Must be at least 18 years of age and hold a current Driver's Licence.
- Have an unblemished driving record (excluding minor traffic infringements).
- Must be a conscientious driver and abide by all rules of the road.
- Must not drink or have alcohol in the vehicle.
- Must not smoke in the vehicle.
- Vehicle must be mechanically sound including working seat belts. The driver must carry only the number of passengers, as there are seat belts.
- Must have the vehicle registered, third party and comprehensively insured.
- Must advise parish, in the event of an accident while serving as a Volunteer Driver, with a detailed report of the incident

Knowledge / Qualifications:

- Knows contacts and procedures in cases of an emergency
- Understanding and application of Safeguarding Policy and Code of Ethical Behaviour as required by the parish; have a Positive Victorian Working with Children Check /Police Check;
- Awareness and application of WHS in the parish/church.

Personal Qualifications / Attributes / Traits / Capabilities:

- An active participant in parish worship;
- Is recognised within the parish community as a person of good reputation;
- Good communication skills, friendly with good relational skills;
- Patience, interest in passing on the knowledge of the Liturgy.
- Those blessed with the following Charisms: hospitality, mercy, encouragement, service, faith, and intercessory prayer may be well suited to this role.

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Familiarisation with routes to be taken, judicious decision making in relation to driving in inclement or dangerous conditions, taking full responsibility for any parking tickets or any traffic violations.

Appendix 2.9: ALTAR SETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER
ALTAR SETTER POSITION DESCRIPTION**

Position title:	Altar Setter	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None	Other key relationships:	Master of Ceremonies, Liturgical Environment Volunteers, Altar Servers
Position Purpose:	The primary role of the Altar Setter is care for the material things of the liturgy. They are stewards of all of the earthly things used in the liturgy – the Eucharistic vessels; the baptismal font; the holy oils; the altar cloths; the liturgical books; the vestments; the sound system and audio visuals; and the church.		
Qualifications and experience:	<ul style="list-style-type: none"> • No experience required as Altar Setters are provided training. • Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 1 hour a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. • Must apply for a Police Check or provide a recent Police Check if applicable. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people

Skills and attributes:

- Motivated to work within the Catholic Church environment and a strong commitment to its values
- Commitment to ongoing personal faith formation
- Honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised and willing to learn the intricacies of the vessels, holy oils, altar cloths; liturgical books and vestments
- Is familiar with the liturgical calendar and feasts and seasons of the Church year
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy

Key Results Areas:

Serving in liturgies

Key Duties:

- Prepares for liturgies using the *Ordo* and in consultation with the Presiding Priest and Parish Liturgy Committee.
- Monitors supplies of water, bread, wine, oil and candles and advises the Priest or Parish Secretary if they need to be replenished.
- Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
- Ensures correct vessels, holy oils, altar cloths; liturgical books and vestments are ready for liturgies.
- Works with the Presiding Priest, Master of Ceremonies, Minister of Liturgical Environment, Altar Servers, and audio-visual/sound volunteers to coordinate the liturgy.
- Washes and polishes vessels and candlesticks after use.

Training

- When required, trains new or continuing liturgical ministers.

Further reference:

- *Ministry of the Sacristan*, Melbourne: Archbishop's Office for Evangelisation, 2013.

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Appendix 2.10: LIBRARIAN

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER LIBRARIAN POSITION DESCRIPTION
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Position title:	Librarian	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None	Other key relationships:	None
Position Purpose:	The primary role of the Librarian is to maintain and promote Our Lady of Lourdes Library. The library collection includes books, DVDs, Blu Rays, Magazines and online resources. They will roll out and return the mobile book display at Masses. The Librarian will encourage Parishioners to borrow and return collection items. The Librarian will keep the collection items ordered and the Library room tidy. They can recommend that the Parish purchases new items.		
Qualifications and experience:	<ul style="list-style-type: none"> • No experience required as Librarian are provided training. • An interest in Catholic teaching and literature is helpful but not essential. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 1 hour a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. • Must apply for a Police Check or provide a recent Police Check if applicable. 		

Skills and attributes:

- | |
|--|
| <ul style="list-style-type: none"> • Commitment to the safety of children, young people and vulnerable people • Motivated to work within the Catholic Church environment and a strong commitment to its values • Commitment to ongoing personal faith formation |
|--|

Skills and attributes:

- Honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised and willing to learn new tasks
- An interest in Catholic teaching and literature is helpful but not essential.
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy

Key Results Areas:

Key Duties:

Replenish, roll out, monitor and return the mobile library

- Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
- Roll out and return the mobile book display at Masses

Maintaining the library

- The Librarian will keep the collection items ordered and the Library room tidy.
- Select and recommend new items for the Parish to purchase.

Promoting the library

- Encourage Parishioners to borrow and return collection items.

Training

- When required, trains new or continuing Librarians.

Appendix 2.11: ALTAR SERVER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER ALTAR SERVER POSITION DESCRIPTION

Position title:	Altar Server	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	Adult Altar Servers may supervise child Altar Servers.	Other key relationships:	Deacon, Sacristan, Master of Ceremonies
Position Purpose:	<ul style="list-style-type: none"> The role of the Altar Server, along with other ministers, is to assist the Presiding Priest to lead the community in prayer and worship. It is preferable Altar Servers reflect the cultural diversity of the parish community. Altar Servers can be female or male. 		
Qualifications and experience:	<ul style="list-style-type: none"> There are no age limits, but young servers need to be old enough to understand and carry out their tasks with confidence. Generally no experience is required, altar servers will be provided with on-the-job training, however servers for Palm Sunday and the Paschal Triduum should be more experienced. 		
Training:	<ul style="list-style-type: none"> All volunteers must complete the Safeguarding Essentials online training module on an annual basis. Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> This is a volunteer role. Expected commitment is 1 hour a month. Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. 		

Skills and attributes:
<ul style="list-style-type: none"> • Commitment to the safety of children, young people and vulnerable people • Motivated to work within the Catholic Church environment and a strong commitment to its values • Commitment to ongoing personal faith formation • Honesty and integrity • Reliability • Responsibility • Willingness to work collaboratively as part of a team • Planned and organised • Willingness to participate in learning opportunities e.g. induction, training and development • Able to communicate effectively and respectfully with others • Flexible and adaptable • Respect confidentiality and privacy

Key Results Areas:	Key Duties:
Serves in mass	<ul style="list-style-type: none"> • Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation. • To assist the Presiding Priest during the liturgy. • May be asked to server as candle-bearer, cross-bearer, icon-bearer, thurifer or altar assistant. • Maintains open communication with Priest in relation to any changes to the liturgy. • Notifies coordinator within a reasonable time of likely absences or leave requests.
Training	<ul style="list-style-type: none"> • If requested, assists in training new Altar Servers.

Appendix 2.12: CHOIR LEADER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER CHOIR LEADER POSITION DESCRIPTION
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Position title:	Choir Leader	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	Choir members, musicians	Other key relationships:	Music Coordinator
Position Purpose:	The Choir Leader leads the choir in singing during parish liturgical celebrations, always with the primary aim of enabling the assembly to find its voice.		
Qualifications and experience:	<ul style="list-style-type: none"> Choir Leaders may have formal or informal musical qualifications and/or experience. 		
Training:	<ul style="list-style-type: none"> All volunteers must complete the Safeguarding Essentials online training module on an annual basis. Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> This is a volunteer role. Expected commitment is 1 hour a week. Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. Must apply for a Police Check or provide a recent Police Check if applicable. 		

Skills and attributes:

- | |
|--|
| <ul style="list-style-type: none"> Commitment to the safety of children, young people and vulnerable people Motivated to work within the Catholic Church environment and a strong commitment to its values Honesty and integrity Reliability Responsibility Willingness to work collaboratively as part of a team Planned and organised Willingness to participate in learning opportunities e.g. induction, training and development Able to communicate effectively and respectfully with others Flexible and adaptable Respect confidentiality and privacy |
|--|

Key Results Areas:	Key Duties:
Music practice	<ul style="list-style-type: none"> Organises choir practice as required, contacts choir members to inform them of time and location of choir practice.
	<ul style="list-style-type: none"> Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. Ensures choir members have the music they need for any given liturgy. Leads the choir in singing.
Training	<ul style="list-style-type: none"> If requested, assist in training new Choir Leaders or Choir Members.

Appendix 2.13: COLLECTOR

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER

COLLECTOR POSITION DESCRIPTION

Position title:	Collector	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	Parish Finance Council, Pastoral Associate, Business Manager
Position Purpose:	The role of the Collector is to gather the gifts of the faithful during Mass.		
Qualifications and experience:	<ul style="list-style-type: none"> ● No qualifications or experience required as training is provided. 		
Training:	<ul style="list-style-type: none"> ● All volunteers must complete the Safeguarding Essentials online training module on an annual basis. ● Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. ● Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. ● Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> ● This is a volunteer role. ● Expected commitment is 1 hour a week. ● Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. ● Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. ● Must apply for a Police Check or provide a recent Police Check if applicable. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values.
- Honesty and integrity
- Reliability
- Responsibility

- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and able to adapt to unforeseen circumstances
- Respect confidentiality and privacy

Key Results Areas:	Key Duties:
Collection	<ul style="list-style-type: none"> ● At appropriate times during Mass, moves from the front to the back of the Church collecting offerings. ● Hands collections to designated person.
Training	<ul style="list-style-type: none"> ● If requested, assist in training new volunteers.

Appendix 2.14: COUNTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER
COUNTER POSITION DESCRIPTION**

Position title:	Counter	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	Parish Finance Council, Pastoral Associate, Business Manager
Position Purpose:	The role of the Counter is to count and record the gifts of the faithful after the Mass has finished.		
Qualifications and experience:	<ul style="list-style-type: none"> • No qualifications or experience required as training is provided. • Must be aged 18 or older. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 2 hours a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Must apply for a Police Check or provide a recent Police Check. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values.
- High level of honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy
- Basic financial literacy
- Understands that counters never count alone

Skills and attributes:
<ul style="list-style-type: none"> • Understands that counters always count in a secure location

Key Results Areas:	Key Duties:
Counts collection after Mass	<ul style="list-style-type: none"> • After Mass or on a following day, counts Mass offerings in the presence of another counter or authorised person. • Records offering as directed by Parish Business Manager. • Stores offerings securely according to Parish procedures and policies.
Training	<ul style="list-style-type: none"> • As requested trains new Counters.

Appendix 2.15: FINANCE COUNCIL MEMBER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER FINANCE COUNCIL MEMBER POSITION DESCRIPTION

Position title:	Parish Finance Council member	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	Parish Pastoral Associate, Parish Secretary
Position Purpose:	A Parish Finance Council or Committee (PFC) assists the Parish Priest in the administration of the temporal goods of the Parish. Through the PFC, parishioners are to assist the Parish Priest in the stewardship of Parish finances, in maintaining Parish properties, in planning future capital works, in raising the necessary finances for the operation of the various Parish services, and in establishing a framework for greater shared responsibility within Parish life. The administration of temporal goods is carried out with the following objectives in mind: to support the celebration of the liturgy, providing support for the clergy and other ministers, and for the carrying out of the Parish's mission.		
Qualifications and experience:	<ul style="list-style-type: none"> ● Formal qualifications or experience in financial management desirable but not essential as members of the PFC are given training. ● Should be actively involved in parish life. ● Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. 		
Training:	<ul style="list-style-type: none"> ● All volunteers must complete the Safeguarding Essentials online training module on an annual basis. ● Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. ● Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. ● Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> ● This is a volunteer role. ● Expected commitment is 5 hours a month. ● Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. ● Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. 		

	<ul style="list-style-type: none"> ● Must apply for a Police Check or provide a recent Police Check.
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Skills and attributes:	
<ul style="list-style-type: none"> ● Commitment to the safety of children, young people and vulnerable people ● Motivated to work within the Catholic Church environment and a strong commitment to its values ● Honesty and integrity ● Reliability ● Responsibility ● Willingness to work collaboratively as part of a team ● Planned and organised ● Willingness to participate in learning opportunities e.g. induction, training and development ● Able to communicate effectively and respectfully with others ● Flexible and adaptable ● Respect confidentiality and privacy ● Basic financial literacy ● Ability to contribute to planning the stewardship of the Parish ● Understands the need to declare an actual or potential conflict of interest 	

Key Results Areas:	Key Duties:
	<ul style="list-style-type: none"> ● Attends meetings of the PFC. ● Provides advice to the Parish Priest. ● Provides support and information when a new Priest is appointed to the Parish.
Training	<ul style="list-style-type: none"> ● As required, provides training and support to new members of the PFC.

Appendix 2.16: GARDENING OR MAINTENANCE

This document is subject to amendment at certain times.
The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER
GARDENING OR MAINTENANCE POSITION DESCRIPTION**

Position title:	Gardening or Maintenance Volunteer	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None	Other key relationships:	Parish Pastoral Associate, Parish Pastoral Council
Position Purpose:	The role of the Gardening or Maintenance Volunteer is to ensure the gardens, grounds and buildings of the parish are attractive, safe and well maintained.		
Qualifications and experience:	<ul style="list-style-type: none"> • Gardening volunteers should have gardening skills or be willing to learn. • Formal qualifications and experience as an electrician, plumber, builder, or related trade will be essential for some maintenance tasks. • No formal qualifications but extensive experience may be sufficient for other maintenance tasks. • No qualifications or experience but a willingness to learn and to work alongside a qualified / experience volunteer may be appropriate for some maintenance tasks. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 4 hours a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. • Must apply for a Police Check or provide a recent Police Check if applicable. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people

Skills and attributes:

- Motivated to work within the Catholic Church environment and a strong commitment to its values.
- Honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy

Key Results Areas:	Key Duties:
Gardening	<ul style="list-style-type: none">• Mowing lawns.• Weeding garden beds.• Planting new flowers, shrubs or trees.• Watering gardens or lawns.
Maintenance	Is not limited to but may include: <ul style="list-style-type: none">• Painting.• Minor building works.• Concreting.• Plumbing,• Repairing broken furniture, doors or windows.
Training	<ul style="list-style-type: none">• As required, trains new volunteers.

Appendix 2.17: EXTRAORDINARY MINISTER OF HOLY COMMUNION

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER EXTRAORDINARY
MINISTER OF HOLY COMMUNION POSITION DESCRIPTION**

Position title:	Extraordinary Minister of Holy Communion	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None	Other key relationships:	Parish Pastoral Associate, Parish Pastoral Council
Position Purpose:	To assist the priest in the distribution of Holy Communion		
Qualifications and experience:	<ul style="list-style-type: none"> ● No experience required as Extraordinary Ministers of Communion are provided training. ● Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. ● Extraordinary Ministers of Holy Communion should reflect the diversity of the Parish and can be female or male, old or young. 		
Training:	<ul style="list-style-type: none"> ● All volunteers must complete the Safeguarding Essentials online training module on an annual basis. ● Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. ● Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. ● Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> ● This is a volunteer role. ● Expected commitment is 1 hour a month. ● Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. ● Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values
- Commitment to ongoing personal faith formation
- Honesty and integrity
- Reliability
- Responsibility

- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Respect confidentiality and privacy
- Flexible and able to adapt quickly to unforeseen changes in circumstances

Key Results Areas:	Key Duties:
Distribution of Holy Communion	<ul style="list-style-type: none"> ● Dresses neatly and modestly. ● Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. ● Participates fully, actively and consciously in the liturgy. ● Comes forward as the presiding priest receives Holy Communion and stands beside or behind the altar. ● Receives Holy Communion ● Receives the sacraments ● Ministers the sacraments. If ministering the Bread of Life, holds up the host to the communicant and addresses them with the words “The Body of Christ”, and allows the communicant to reply “Amen.” The communicant chooses to receive the host in their hand or on their tongue. ● If ministering the chalice, holds up the chalice to the communicant and addresses them with the words “The Blood of Christ”, and allows the communicant to reply “Amen.” After the communicant takes a sip of the consecrated wine uses the purifier to wipe the chalice. ● If a worshipper approaches with their arms crossed to indicate they want a spiritual rather than sacramental Communion, gives an appropriate blessing.

	<ul style="list-style-type: none"> ● Returns the chalice or vessel to the presiding priest and returns to the celebration.
Training	<ul style="list-style-type: none"> ● If requested, assists in training new Extraordinary Ministers of Holy Communion.

Further reference:

- *Extraordinary Ministers of Holy Communion During Mass*, Melbourne: Archbishop's Office for Evangelisation, 2013.

Appendix 2.18: PASTORAL COUNCIL MEMBER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER
PASTORAL COUNCIL MEMBER POSITION DESCRIPTION**

Position title:	Parish Pastoral Council member	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	Parish Pastoral Associate, Parish Secretary
Position Purpose:	The purpose of the Parish Pastoral Council (PPC) is to promote and support the evangelising mission of the Parish, working in collaboration with the Parish Priest or duly appointed Administrator to foster the spiritual and pastoral life of all the Christian faithful. The Parish Pastoral Council enables the members of the Parish community to fulfil their baptismal calling to share in Christ's mission and to connect their needs and their strengths with the Parish's plans for the future.		
Qualifications and experience:	<ul style="list-style-type: none"> • No training or experience required as Parish Pastoral Council are provided training, however should be actively involved in parish life. • Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 10 hours a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. • Must apply for a Police Check or provide a recent Police Check. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values.
- Commitment to ongoing personal faith formation
- Honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy
- Basic financial literacy
- Ability to contribute to planning the mission of the Parish
- Understands that although members of the PPC should represent the diversity of different groups within the Parish, members of the PPC advocate for the whole Parish not only their group
- Understands the need to declare an actual or potential conflict of interest

Key Results Areas:**Key Duties:**

Training

- Attends meetings of the Parish Pastoral Council.
 - Provides advice to the Parish Priest.
 - Develops and monitors implementation of the Parish Pastoral Plan.
 - Identifies and develops missionary opportunities for the Parish.
 - Provides support and information when a new Priest is appointed to the Parish.
-
- As required, provides training and support to new members of the PPC.

Appendix 2.19: AUDIO VISUAL OPERATOR

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER
AUDIO VISUAL OPERATOR POSITION DESCRIPTION**

Position title:	Audio Visual Operator	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	Master of Ceremonies, Music Coordinator, Choir Leaders, Sacristan
Position Purpose:	The role of the Audio Visual Operator is to prepare and operate the sound system and audio visuals used in the Mass and other liturgies.		
Qualifications and experience:	<ul style="list-style-type: none"> ● Basic Computer operation skills ● No experience required as Audio Visual Operators are provided training. 		
Training:	<p>[All Volunteers]</p> <ul style="list-style-type: none"> ● All volunteers must complete the Safeguarding Essentials online training module on an annual basis. ● Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. ● Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. ● Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> ● This is a volunteer role. ● Expected commitment is 1 hour a week (Rostered) <p>[All Volunteers]</p> <ul style="list-style-type: none"> ● Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. ● Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. ● Must apply for a Police Check or provide a recent Police Check if applicable. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values
- Must be familiar with the Mass

- Honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy
- Able to confidently utilise relevant technology e.g. computers, internet, social media, website
- Experience of using a variety of relevant software packages

Key Results Areas:	Key Duties:
Serving in liturgies	<ul style="list-style-type: none"> ● Coordinates with the priest, sacristan, liturgical committee, parish secretary, choir leaders and music coordinators to prepare the PowerPoint presentations for weekend Masses and liturgies. ● Ensures the church's sound and audio visual equipment is present and working. ● Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. ● After Mass stores sound and audio visual equipment securely. ● Reports any issues with sound and audio visual equipment. ● Investigates and reports recommendations for purchase of new sound and audio visual equipment.
Training	<ul style="list-style-type: none"> ● When required, trains new or continuing liturgical ministers.

Appendix 2.20: READER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER
READER POSITION DESCRIPTION**

Position title:	Reader	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	Parish Pastoral Associate, Parish Pastoral Council
Position Purpose:	The Reader or Lector is the person who proclaims the first or second reading during the Liturgy of the Word. The Liturgy of the Word is one of two principle parts of the Mass, and the faithful are fed with the Word of God. The quality of the Reader's proclamation helps the faithful receive and respond to the Word. Readers should reflect the cultural diversity of the parish and can be female or male, young or old.		
Qualifications and experience:	<ul style="list-style-type: none"> • No experience required as Readers are provided training. • Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 1 hour a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values
- Commitment to ongoing personal faith formation
- Reads confidently and clearly
- Honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy

Key Results Areas:	Key Duties:
Preparation	<ul style="list-style-type: none"> • Prays before reading. • Considers how the assigned reading relates to the Gospel. • Identifies the type of passage, for example as a story, parable, prophecy, or letter. • Considers the meaning. • Practises reading the text several times, first in silence and then aloud. • Prays again.
Reading during the Liturgy of the Word	<ul style="list-style-type: none"> • Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. • Reads the scriptures.
Training	<ul style="list-style-type: none"> • As required, assists in training other Readers.

Further reference:

- *The Reader of God's Word*, Melbourne: Archbishop's Office for Evangelisation, 2013.

Appendix 2.21 CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

POSITION TITLE	Children's Liturgy of the Word (CLOW) coordinator
POSITION PURPOSE	The role of the Children's Liturgy coordinator is to facilitate the role of the Children's Liturgy leaders and lead children in a Liturgy of the Word that is age appropriate, communicated effectively, understandable and meaningful.
POSITION REPORTS TO	Parish Priest
POSITION CONDITIONS	<ul style="list-style-type: none"> • Coordinate Children's liturgy activities with the assistance of the Children's Liturgy leaders • This is a volunteer position that operates on a scheduled roster • Expected time commitment is 2-3 hours every 4-6 weeks • Working with Children Check with Our Lady of Lourdes parish nominated as a location must be in place
POSITION COMPETENCIES	<ul style="list-style-type: none"> • Ability to encourage volunteer participation in the conduct of Children's Liturgy of the Word. • Well-developed communication skills • A warm positive and respectful manner when interacting with others, in particular children. • Ability to maintain professional boundaries yet be warm and approachable. • Ability to interpret the scripture message and apply it to the daily life of children in a positive and encouraging manner. • Ability to source appropriate resource to enhance CLOW sessions. • Time management in relation to preparation of materials and set up of the liturgy space. • Managing children's behaviour appropriately and knowing when to pass difficult behaviour onto the parent of the child.
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • A passion for passing on the Catholic Faith to children • The ability to follow the Principles for Celebrating Children's Liturgy of the Word • Commitment to the safety of children, young people and vulnerable people • Motivated to work within the Catholic Church environment and a strong commitment to its values • Respect confidentiality and privacy • Reliability • Willingness to work collaboratively as part of a team

	<ul style="list-style-type: none"> • Willingness to participate in learning opportunities e.g. induction, training and development
POSITION TRAINING	<ul style="list-style-type: none"> • Induction will be provided to new volunteers including expectations in conducting CLOW and resources to be used. • Training material may include resources from the Archdiocese including videos and information sheets.
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Code of Ethical Behaviour • Referee checks • Current Victorian Working with Children Check with Our Lady of Lourdes as a nominated location

KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES

Children's liturgy of the word

Specific tasks:

- Liaise with other Children's Liturgy volunteers as required to fulfill the requirements of Children's Liturgy of the Word at the parish.
- Be prepared for the specific set of readings of the day and provide children with opportunities for full, relevant and authentic participation in the Liturgy.
- Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
- Lead the children into church at the beginning of Mass and then out into the Narthex for children's liturgy.
- Facilitate leading the children back to the congregation in time for Liturgy of the Eucharist.
- Tidies Children's Liturgy area afterwards, making sure materials are in place for the next Children's Liturgy.

Principles for celebrating Children's Liturgy of the word:

- Sharing the Gospel with the children.
- Encouraging the children to participate in prayer recitation.
- Providing paper-based materials relevant to the Gospel for the children's use, for example, colouring sheets, word searches, crosswords etc.
- Engaging the children in questions and answers relevant to the Gospel
- Where possible, engage the children in singing.
- Where possible, display the paper-based material completed by the children for view within the parish.

Safeguarding protocol requirements:

The leader on rostered duty for Children's Liturgy must ensure that:

- Parents who do not attend Children's liturgy with their children must sign them in prior to commencement of Children's liturgy and must sign them out at the conclusion.

- There must be at least 2 leaders (or a leader and an assistant who may be a parent helper) present during Children's liturgy.
- They are aware of people movement in and out of the area where Children's liturgy is conducted, with particular oversight of the children whose parents are not present
- At the conclusion of Children's liturgy, a photograph of the sign-in/out sheet is taken and emailed to the nominated Children's liturgy email address. The paper copy must be kept within the Children's liturgy file and after a period of time archived for record keeping in the parish office.

Administration

- Assemble and communicate the Children's Liturgy of the Word roster to the Children's liturgy leaders.
- With the assistance of the Children's Liturgy of the Word leaders, ensure there are sufficient resources such as poster paper, stationery, Bibles and other material required for Children's liturgy.
- Organise to swap with another leader if the leader is unable to lead Children's Liturgy when rostered.
- With the assistance of the Children's Liturgy of the Word leaders, decorate the Children's liturgy board in the Narthex with the relevant liturgical colours and content.
- Encourage the participation of volunteers for the Children's Liturgy of the Word role
- Mentor or train Children's liturgy leaders when required.
- Liaise with the parish priest and parish office to publish announcements related to Children's Liturgy of the Word activities.
- Communicate necessary information from the parish related to other ministries, pastoral or safeguarding requirements.
- Ensure that the required documentation and records are maintained to uphold safeguarding practices, for example, Working With Children's Checks are maintained by leaders, Sign In/Out Sheets templates are available for use by the rostered leaders

Special events

- When needed, coordinate with Children's liturgy leaders to organise events that occur for the Children's liturgy group. For example, the Easter Egg hunt, colouring competitions and the Christmas Nativity play.
- Assist with conducting risk assessment when required for specific events and together with the leaders ensure measures to address risks are in place before, during and after the event.

Appendix 2.22: SACRAMENTAL TEAM MEMBER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OLOL SACRAMENTAL TEAM MEMBER POSITION DESCRIPTION

POSITION TITLE	Sacramental Team Member
POSITION PURPOSE	This role, under the guidance and direction of the Parish Priest, works to implement the Archdiocesan Sacramental Policy in this parish by working with children and their families preparing to celebrate the Sacraments of Initiation.
POSITION REPORTS TO	Parish Priest/Sacramental Team Coordinator
POSITION CONDITIONS	<ul style="list-style-type: none"> • Coordinate Sacramental preparation in collaboration with Sacramental team coordinator or parish priest, as required. • This is a volunteer position. • Expected time commitment may vary dependent upon preparation for the Sacrament the team member is involved in: <ul style="list-style-type: none"> ○ Baptism ○ Reconciliation: 10 -12 hours per year ○ First Communion: 10-12 hours per year ○ Confirmation: 10- 12 hours per year • Working with Children Check with Our Lady of Lourdes parish nominated as a location must be in place.
POSITION COMPETENCIES	<ul style="list-style-type: none"> • The Sacrament the team member is involved in preparing children and their families for must be well understood by the team member. • Be able to conduct classes or hold information sessions to prepare children and their families to celebrate the Sacrament. • Well-developed communication skills. • A warm positive and respectful manner when interacting with others, in particular children. • Ability to maintain professional boundaries yet be warm and approachable. • Time management in relation to preparation of materials or content for Sacramental preparation. • Managing children’s behaviour appropriately and knowing when to pass difficult behaviour onto the parent of the child. • Ability to conduct Sacramental preparation classes in-person or via online platforms. • Managing any confrontation with a parent or child who disagrees with the material being taught and/or with any organisational arrangements in a compassionate and listening

	<p>manner not personalising the question and being able to refer the person onto the Sacramental Team Coordinator or Parish Priest.</p> <ul style="list-style-type: none"> • Management of a variety of family demands, for example, from separated families – referring onto the Sacramental Team Coordinator or Parish Priest as appropriate.
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • A passion for passing on the Catholic Faith to children. • Commitment to the safety of children, young people and vulnerable people. • Motivated to work within the Catholic Church environment and a strong commitment to its values. • Is sensitive and confident working with people from different life and cultural backgrounds. • Relates well to children and meets them where they are at and understands that children joining the Sacramental Program will come from different places in their faith journey. • Respect confidentiality and privacy. • Reliability. • Willingness to work collaboratively as part of a team. • Willingness to participate in learning opportunities e.g. induction, training and development. • Able to confidently utilise relevant technology e.g. computers, internet, social media, website.
POSITION TRAINING	<ul style="list-style-type: none"> • Training material may be available by way of Catechist books for the preparation of certain Sacraments. • Training material may include resources from the Archdiocese including videos and information sheets. • As required, Sacramental team members may be required to assist with training or formation of volunteers involved in the Sacramental Program.
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Code of Ethical Behaviour • Referee checks • Current Victorian Working with Children Check with Our Lady of Lourdes as a nominated location

KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES

Sacramental preparation

Specific tasks:

- Prepares Sacramental Program using available resources.
- Reviews and prepares materials for Sacramental Program.
- Meets with parents before Sacramental Program commences, checks baptismal certificates as appropriate.
- Prepares and delivers classes.
- Is available before and after classes to meet with parents or follow up with children. If classes are conducted using an on-line platform, ensure availability at agreed times before/after online classes.
- Discusses issues with Parish Priest and follows up with families if children stop attending.
- Prepares children for Confirmation, First Communion, Penance and Reconciliation.
- Prepares parents and families of young children for Baptism.

Safeguarding protocol requirements:

Sacramental preparation classes must be conducted in alignment with safeguarding practices as outlined to ensure children and young people are adequately supervised to protect them from harm:

- For in-person classes, parents must:
 - either be within the church where the classes are conducted, or
 - they must sign in and out their child. In this case, two Sacramental team members must be present for the duration of the class. The sign in/out sheet must then be archived for record keeping in the parish office.
- For online classes:
 - an Online Agreement must be provided to the parents and child prior to the commencement of classes.
 - the online platform used to conduct classes must be setup securely, for example using a password to admit parents/children to the online classes, and only sharing the online classes link with enrolled parents/children.

Administration

- Liaise with the parish office to receive registrations for the Sacrament the team member is preparing parents and children for.
- Communicate with parents on the Sacramental preparation requirements e.g. information session timings, class timings and any resources required.
- Liaise with the Our Lady of Lourdes Primary School Religious Education leader as required in the conduct of the Sacramental program.

Appendix 2.23: SACRAMENTAL TEAM COORDINATOR

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OLOL SACRAMENTAL TEAM COORDINATOR POSITION DESCRIPTION

POSITION TITLE	Sacramental Team Coordinator
POSITION PURPOSE This role, under the guidance and direction of the Parish Priest, works to implement the Archdiocesan Sacramental Policy in this parish by working with Sacramental team members, children and their families who are preparing to celebrate the Sacraments of Initiation.	
POSITION REPORTS TO	Parish Priest
POSITION CONDITIONS	<ul style="list-style-type: none"> • Coordinate Sacramental preparation in collaboration with Sacramental team members or parish priest, as required. • This is a volunteer position. • Expected time commitment may vary dependent upon preparation for the Sacrament the team coordinator is involved in: <ul style="list-style-type: none"> ○ Baptism ○ Reconciliation: 10 -12 hours per year ○ First Communion: 10-12 hours per year ○ Confirmation: 10- 12 hours per year • Working with Children Check with Our Lady of Lourdes parish nominated as a location must be in place.
POSITION COMPETENCIES	<ul style="list-style-type: none"> • Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life and Prayer. • The Sacrament the team coordinator is involved in preparing children and their families for must be well understood by the coordinator. • Ability to source the necessary catechism resources required to prepare class material for the Sacramental program. • Be able to conduct classes or hold information sessions to prepare children and their families to celebrate the Sacrament. • Well-developed communication skills. • A warm positive and respectful manner when interacting with others, in particular children. • Ability to maintain professional boundaries yet be warm and approachable. • Time management in relation to preparation of materials or content for Sacramental preparation. • Managing children’s behaviour appropriately and knowing when to pass difficult behaviour onto the parent of the child. • Ability to conduct Sacramental preparation classes in-person or via online platforms.

	<ul style="list-style-type: none"> • Managing any confrontation with a parent or child who disagrees with the material being taught and/or with any organisational arrangements in a compassionate and listening manner not personalising the question and being able to refer the person onto the Sacramental Team Coordinator or Parish Priest. • Management of a variety of family demands, for example, from separated families – referring onto the Sacramental Team Coordinator or Parish Priest as appropriate.
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • A passion for passing on the Catholic Faith to children. • Commitment to the safety of children, young people and vulnerable people. • Motivated to work within the Catholic Church environment and a strong commitment to its values. • Is sensitive and confident working with people from different life and cultural backgrounds. • Relates well to children and meets them where they are at and understands that children joining the Sacramental Program will come from different places in their faith journey. • Respect confidentiality and privacy. • Reliability. • Willingness to work collaboratively as part of a team. • Willingness to participate in learning opportunities e.g. induction, training and development. • Able to confidently utilise relevant technology e.g. computers, internet, social media, website.
POSITION TRAINING	<ul style="list-style-type: none"> • Training material may be available by way of Catechist books for the preparation of certain Sacraments. • Training material may include resources from the Archdiocese including videos and information sheets. • As required, Sacramental team coordinator may be required to assist with training or formation of volunteers involved in the Sacramental Program.
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Code of Ethical Behaviour • Referee checks • Current Victorian Working with Children Check with Our Lady of Lourdes as a nominated location

KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES

Sacramental preparation

Specific tasks:

- Prepares Sacramental Program using available resources.
- Reviews and prepares materials for Sacramental Program.
- Meets with parents before Sacramental Program commences, checks baptismal certificates as appropriate.
- Prepares and delivers classes.
- Is available before and after classes to meet with parents or follow up with children. If classes are conducted using an on-line platform, ensure availability at agreed times before/after online classes.
- Discusses issues with Parish Priest and follows up with families if children stop attending.
- Prepares children for Confirmation, First Communion, Penance and Reconciliation.
- Prepares parents and families of young children for Baptism.

Safeguarding protocol requirements:

Sacramental preparation classes must be conducted in alignment with safeguarding practices as outlined to ensure children and young people are adequately supervised to protect them from harm:

- For in-person classes, parents must:
 - either be within the church where the classes are conducted, or
 - they must sign in and out their child. In this case, two Sacramental team members must be present for the duration of the class. The sign in/out sheet must then be archived for record keeping in the parish office.
- For online classes:
 - an Online Agreement must be provided to the parents and child prior to the commencement of classes.
 - the online platform used to conduct classes must be setup securely, for example using a password to admit parents/children to the online classes, and only sharing the online classes link with enrolled parents/children.

Administration

- Liaise with the parish office to receive registrations for the Sacrament the coordinator and/or Sacramental team member(s) are preparing parents and children for.
- Communicate with parents on the Sacramental preparation requirements e.g. information session timings, class timings and any resources required.
- Liaise with the Our Lady of Lourdes Primary School Religious Education leader as required in the conduct of the Sacramental program.
- Work in conjunction with the administrative support staff to ensure that necessary requirements are met including booklets, certificates, medals, candles, stoles and gifts.

Appendix 2.24: COMMUNION TO THE SICK POSITION DESCRIPTION

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER COMMUNION TO THE SICK POSITION DESCRIPTION			
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Position title:	Communion to the Sick	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None	Other key relationships:	Parish Pastoral Associate
Position Purpose:	Ministers of Communion to the Sick represent both Christ and community and ensure the sick, the frail aged, and the housebound, continue to participate in the Paschal Mystery.		
Qualifications and experience:	<ul style="list-style-type: none"> • No experience required as Ministers of Communion to the Sick are provided training. • Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 3 hours a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. • Must apply for a Police Check or provide a recent Police Check. 		

Skills and attributes:
<ul style="list-style-type: none"> • Commitment to the safety of children, young people and vulnerable people • Motivated to work within the Catholic Church environment and a strong commitment to its values. • Commitment to ongoing personal faith formation • Honesty and integrity • Reliability • Responsibility • Willingness to work collaboratively as part of a team

Skills and attributes:

- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy

Key Results Areas:

Provides Communion to the Sick in homes, hospitals, or nursing homes, or other facilities.

Key Duties:

- Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
- Participates fully, consciously and actively in the parish Sunday mass.
- Has a pyx and copy of the Rite of Communion to the sick.
- As directed by the Priest or Pastoral Associate, visits the sick, frail aged or homebound in homes, hospitals, or nursing homes, or other facilities.
- Spends time in conversation building rapport with sick and others who are present.
- In the home, ministers communion using the rite for “Communion in Ordinary Circumstances”.
- In hospitals, or nursing homes, or other facilities uses the simplified and shortened version of the rite.
- Reports back to the pastoral team on their visits and the physical and spiritual needs of the community.

Training

- If requested, assists in training new Ministers of Communion to the Sick.

Further reference:

- *Ministry of Communion to the Sick*, Melbourne: Archbishop’s Office for Evangelisation, 2013.

Appendix 2.25: PASTORAL VISITOR POSITION DESCRIPTION

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER PASTORAL VISITOR POSITION DESCRIPTION

Position title:	Pastoral Visitor	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	Parish Pastoral Associate, Parish Secretary
Position Purpose:	The role of the Pastoral Visitor is to carry the Good News of the Gospel to people. When we visit others, it is Christ who works through us. We become the hands and feet of Christ in the world today.		
Qualifications and experience:	<ul style="list-style-type: none"> • No experience required as Pastoral Visitors are given training. • Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. • Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 3 hours a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. • Must apply for a Police Check or provide a recent Police Check. 		

Skills and attributes:

- | |
|---|
| <ul style="list-style-type: none"> • Commitment to the safety of children, young people and vulnerable people • Motivated to work within the Catholic Church environment and a strong commitment to its values • Commitment to ongoing personal faith formation • Honesty and integrity • Reliability • Responsibility • Willingness to work collaboratively as part of a team |
|---|

Skills and attributes:

- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy
- Empathetic with excellent listening skills
- Authentic and compassionate
- Be helpful when possible, without taking away the other's autonomy or initiative
- Be able to offer a prayer or blessing where appropriate

Key Results Areas:

Pastoral visitation

Key Duties:

- Arranges mutually suitable time for visits.
- Conducts visits.
- Reports back on visits to the Pastoral Associate or Parish Priest.
- Discusses any issues with the Pastoral Associate or Parish Priest.

Training

- As required, assists in the training of new Pastoral Visitors

Further reference:

- *Ministry of Pastoral Visitation*, Melbourne: Archbishop's Office for Evangelisation, 2013.

Appendix 2.26: PIOUS GOODS STALL VOLUNTEER POSITION DESCRIPTION

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES PARISH BAYSWATER
PIOUS GOODS STALL VOLUNTEER POSITION DESCRIPTION**

Position title:	Pious Goods Stall Volunteer	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	None.
Position Purpose:	The Pious Goods Stall Volunteer is the person who sells religious items in the Pious Goods Stall in the Narthex of the Parish. They will provide good customer service to customers who purchase items. They can explain details about items to customers.		
Qualifications and experience:	<ul style="list-style-type: none"> • No experience required as Pious Goods Stall Volunteers are provided training. • Customer Service skills. • Money handling skills. • Some knowledge of Catholic ornaments and memorabilia would be helpful 		
Training:	<ul style="list-style-type: none"> • All volunteers must complete the Safeguarding Essentials online training module on an annual basis. • Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> • This is a volunteer role. • Expected commitment is 1 hour a month. • Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. • Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. • A police check is required as this role involves handling money. 		

Skills and attributes:
<ul style="list-style-type: none"> • Communicates pleasantly and clearly • Motivated to work within the Catholic Church environment and a strong commitment to its values • Accuracy when dealing with money • Honesty and integrity • Reliability • Responsibility

Key Results Areas:	Key Duties:
Customer Service	<ul style="list-style-type: none"> • Communicates pleasantly and clearly to customers • Explains details of items for sale
Reliability	<ul style="list-style-type: none"> • Arrive in a timely manner prior to the end of the Mass, allowing enough time for preparation and set up and pack up • Opens and closes roller door
Money handling	<ul style="list-style-type: none"> • Has a float of cash ready for transactions • Accurately handles cash • May be asked to transfer cash to another Parish location
Stock gathering	<ul style="list-style-type: none"> • Volunteer may be asked to source new stock items by the Parish Priest

Appendix 3: VOLUNTEER AGREEMENTS

Appendix 3.1: LOCAL SAFEGUARDING REPRESENTATIVE

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER SAFEGUARDING REPRESENTATIVE VOLUNTEER AGREEMENT

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Safeguarding Representative.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address:

Phone Number:

Referee 2 name: _____

Email address:

Phone Number:

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Safeguarding Representative Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse"
Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.2: CHILDREN'S LITURGY OF THE WORD (CLOW) LEADER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
CHILDREN'S LITURGY OF THE WORD LEADER
VOLUNTEER AGREEMENT

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]: _____

....for the position of Children's Liturgy of the Word Leader.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?

(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number: _____

Working with Children's Check expiry date: _____

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

OLOL Childrens Liturgy Of The Word Leader Position Description;

Our Lady of Lourdes Staff/Volunteers Privacy Statement;

Safeguarding Children and Young People Code of Conduct Declaration;

Our Lady of Lourdes Safeguarding Policy Summary;

Our Lady of Lourdes Code of Ethical Behaviour;

Reporting-abuse-of-safety-related-misconduct_A4.pdf;

Safeguarding training videos; please watch these "Responding to and Reporting Abuse"

Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.3: SACRAMENTAL TEAM COORDINATOR

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER SACRAMENTAL TEAM COORDINATOR VOLUNTEER AGREEMENT

CONFIDENTIAL

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?
(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number: _____

Working with Children's Check expiry date: _____

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another workplace that it applies to?
(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- Sacramental Team Coordinator Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these “Responding to and Reporting Abuse” Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice. I understand that the information will be kept securely by the Church organisation. I hereby declare the information I have provided is accurate.

Full name (print): _____
Any surname previously known by: _____
Address: _____
Email address: _____
Phone Number: _____
Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___
Witness name (print): _____
Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.4: ALTAR SERVERS TRAINER VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
ALTAR SERVERS TRAINER VOLUNTEER AGREEMENT

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Altar Servers Trainer.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?

(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL ALTAR SERVERS TRAINER POSITION DESCRIPTION;
 - Our Lady of Lourdes Staff/Volunteers Privacy Statement;
 - Safeguarding Children and Young People Code of Conduct Declaration;
 - Our Lady of Lourdes Safeguarding Policy Summary;
 - Our Lady of Lourdes Code of Ethical Behaviour;
 - Reporting-abuse-of-safety-related-misconduct_A4.pdf;
 - Safeguarding training videos; please watch these "Responding to and Reporting Abuse"
- Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.5: CHOIR LEADER VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER CHOIR LEADER
VOLUNTEER AGREEMENT

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

....for the position of Choir Leader.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Choir Leader POSITION DESCRIPTION;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse"
Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.6: ALTAR SETTER VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
ALTAR SETTER VOLUNTEER AGREEMENT

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Altar Setter.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number:

Referee 2 name: _____

Email address: _____

Phone Number:

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Altar Setter Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.6: LIBRARIAN VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
LIBRARIAN VOLUNTEER AGREEMENT

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Librarian.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number:

Referee 2 name: _____

Email address: _____

Phone Number:

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Librarian Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.7: ALTAR SERVER VOLUNTEER AGREEMENT

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER ALTAR SERVER VOLUNTEER AGREEMENT

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Altar Server. It is to be read to the intended Altar Server by their Parent or Guardian.

Are you a new or existing volunteer (please tick)?

New Existing

CHILD OR YOUNG PERSON'S DETAILS

Last name: _____

First name: _____

Date of Birth : ___/___/___ (day/month/year)

Age: _____

Gender: _____

(Optional) Does the child or young person identify as Aboriginal or Torres Strait Islander?

[Please tick]

Yes No

(Optional) Is the child or young person from a culturally and linguistically diverse background?

[Please tick]

Yes No

(Optional) If 'Yes', what language(s) are spoken at home?

Does the child or young person have a disability or additional support needs e.g. medical?

[Please tick]

Yes No

If 'Yes', please provide information in relation to your child's health and/or additional support needs?

PARENT AND/OR CARER CONTACT INFORMATION

Parent/carer 1

Last name: _____

First name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Email address: _____

Parent/carer 2

Last name: _____

First name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Email address: _____

EMERGENCY CONTACT INFORMATION

Emergency Contact 1

Last name: _____

First name: _____

Relationship to child (Uncle, Aunt etc): _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Email address: _____

Emergency Contact 2

Last name: _____

First name: _____

Relationship to child (Uncle, Aunt etc): _____

Address: _____

Home Phone: _____
Work Phone: _____
Mobile: _____
Email address: _____

MEDICAL AND/OR ADDITIONAL SUPPORT INFORMATION

Medical Practitioner – emergency contact information

Last name: _____
First name: _____
Clinic: _____
Address: _____

Phone: _____
Contact: _____
Mobile: _____
Email address: _____

Please provide any medical and/or additional support information to support your child’s safe participation as an altar server, for example: asthma management plan, diabetes, food allergy and intolerances, anaphylaxis management plan, disability support:

- I have attached a documented plan to support any medical and/or additional support needs of my child.

- I have provided [insert child’s name] with medication (in original packaging) and consumables required to administer the medication including a dosage pharmacy information label to ensure that my child is provided with their medication when required.

- My child is able to manage their own health condition and has my permission to carry and self-administer their medication.

MEDICATION DETAILS

Medication 1

Name of medication (please print)

.....

.....

Dosage.....

.....

Storage requirements

.....

.....

Special instructions for administering medication:

.....

.....

.....

.....

Expiry date of medication.....

.....

Medication 2

Name of medication (please print)

.....

.....

Dosage.....

.....

Storage requirements

.....

.....

Special instructions for administering medication:

.....

.....

.....

.....

Expiry date of medication.....

.....

(add additional fields for additional medications)

Provision of medical treatment

In the event that you are unable to communicate with me (or my nominated emergency contacts), I consent to my child receiving such medical or surgical treatment as may be deemed necessary and I agree that any such treatment will be at my expense.

Parent or guardian permission

I have received copies of the following documents and have had them explained to me. I have read and understood them and I understand the expectations. I have explained these documents to my child and they understand them:

- OLOL Altar Server Position Description.pdf;
 - Feel-Safe-and-Be-Safe-At-Our-Church_A4.pdf;
 - Child-Friendly-Commitment-Statement_A4.pdf;
 - Code-of-Conduct-Explanation_Children_A4.pdf;
- I have read and understood these documents for adults:*
- Our Lady of Lourdes Safeguarding Policy Summary.pdf;
 - Our Lady of Lourdes Staff/Volunteers Privacy Statement.pdf;
 - Our Lady of Lourdes workplace Health and safety information.pdf;
 - Reporting-abuse-of-safety-related-misconduct_A4.pdf;

I [parent/guardian’s name] consent to my child [child/young person’s name] holding the role of Altar Server at Our Lady of Lourdes Catholic Church Bayswater, Victoria, Australia until such time as my child no longer wishes to hold the role of Altar Server.

Signature of parent/guardian:
.....
.....

Address:
.....
.....

Home phone: Mobile phone:
.....

Email:
.....
.....

Date:
.....
.....

Child or young person consent to hold the position of altar server

I.....[child/young person’s name] consent to holding the position of altar server.

Witness name (print):

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.8: COUNTER VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
COUNTER VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Counter.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?

(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Counter Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.9: FINANCE COUNCIL MEMBER VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
FINANCE COUNCIL MEMBER VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Finance Council Member.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?

(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Finance Council Member POSITION DESCRIPTION;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.10: GARDENING OR MAINTENANCE VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
GARDENING OR MAINTENANCE VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Gardening or Maintenance volunteer.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address:

Phone Number:

Referee 2 name: _____

Email address:

Phone Number:

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Gardening or Maintenance Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse"
Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.11: EXTRAORDINARY MINISTER OF HOLY COMMUNION VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
EXTRAORDINARY MINISTER OF HOLY COMMUNION VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Extraordinary Minister of Holy Communion.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Extraordinary Minister of Holy Communion POSITION DESCRIPTION;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.12: PASTORAL COUNCIL MEMBER VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER PASTORAL COUNCIL
MEMBER VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Pastoral Council Member.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Pastoral Council Member POSITION DESCRIPTION;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.13: AUDIO VISUAL OPERATOR VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
AUDIO VISUAL OPERATOR VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Audio Visual Operator.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address:

Phone Number:

Referee 2 name: _____

Email address:

Phone Number:

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Audio Visual Operator Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.14: READER VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
READER VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Reader.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Reader Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.15: ALTAR SETTER VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.
The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
ALTAR SETTER VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Altar Setter.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL Altar Setter Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse"
Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.16: COMMUNION TO SICK-PASTORAL VISITOR

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
COMMUNION TO SICK / PASTORAL VISITOR VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Communion to Sick / Pastoral Visitor.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL COMMUNION TO THE SICK POSITION DESCRIPTION;
- OLOL PASTORAL VISITOR POSITION DESCRIPTION;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.17: PIOUS GOODS STALL VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
PIOUS GOODS STALL VOLUNTEER AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of Pious Goods Stall Volunteer.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- Pious Goods Stall Volunteer Position Description;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.18: COLLECTOR VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER COLLECTOR VOLUNTEER AGREEMENT

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

....for the position of Collector.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?
(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address:

Phone Number:

Referee 2 name: _____

Email address:

Phone Number:

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

- OLOL COLLECTOR POSITION DESCRIPTION;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement;
- Safeguarding Children and Young People Code of Conduct Declaration;
- Our Lady of Lourdes Safeguarding Policy Summary;
- Our Lady of Lourdes Code of Ethical Behaviour;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;
- Safeguarding training videos; please watch these "Responding to and Reporting Abuse"
Safeguarding training videos:
<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>
- Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

Appendix 3.19 CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR VOLUNTEER AGREEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

**OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER
CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR VOLUNTEER
AGREEMENT**

CONFIDENTIAL

This volunteer agreement is between Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia and...

[Full name (print)]:

...for the position of CHILDREN'S LITURGY OF THE WORD (CLOW)
COORDINATOR.

Legislation at both National and State levels, along with the Safeguarding Children and Vulnerable Adults policy demand that the welfare of all people must be the paramount consideration.

The Parish therefore asks that everyone, working or volunteering for the Church, who will come into contact with children and vulnerable adults or their personal details, adhere to good practice by completing and signing this declaration:

Are you a new or existing volunteer (please tick)?

New Existing

Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence (please tick)?

Yes No

If yes, please state below the nature and date/s of the offence/s

Date of offence: _____

Nature of offence: _____

Do you consent to a Police Check being conducted on you?

(Please tick)

Yes No

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?

(Please tick)

Yes No

If yes, please give details including date/s below:

Working with Children's Check number:

Working with Children's Check expiry date:

If you already have a Working with Children's Check, have you added "Our Lady of Lourdes Catholic Parish Bayswater" as another institution that it applies to?

(Please tick)

Yes No

Please supply the names, email addresses and phone numbers of two referees that we can contact to verify your suitability for the intended role:

Referee 1 name: _____

Email address: _____

Phone Number: _____

Referee 2 name: _____

Email address: _____

Phone Number: _____

Declaration

I have received copies of the following documents/videos and have had them explained to me. I have read/watched and understood them and I understand the expectations:

OLOL CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR POSITION

DESCRIPTION;

Our Lady of Lourdes Staff/Volunteers Privacy Statement;

Safeguarding Children and Young People Code of Conduct Declaration;

Our Lady of Lourdes Safeguarding Policy Summary;

Our Lady of Lourdes Code of Ethical Behaviour;

Reporting-abuse-of-safety-related-misconduct_A4.pdf;

Safeguarding training videos; please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

Our Lady of Lourdes workplace Health and safety information;

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice.

I understand that the information will be kept securely by the Church organisation. I hereby declare the information that I have provided is accurate.

Full name (print): _____

Any surname previously known by: _____

Address: _____

Email address: _____

Phone Number: _____

Date of birth: _____ Place of birth: _____

Signed by Applicant: _____ Date: ___/___/___

Witness name (print): _____

Witnessed by Applicant: _____ Date: ___/___/___

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Appendix 4: VOLUNTEER COVER LETTER

Appendix 4.1: SAFEGUARDING REPRESENTATIVE VOLUNTEER COVER LETTER

Subject: SAFEGUARDING REPRESENTATIVE Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * SAFEGUARDING REPRESENTATIVE POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL Safeguarding Rep Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL Safeguarding Rep Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.2: CHILDRENS LITUGRY OF THE WORD LEADER VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: OLOL Childrens Liturgy of the Word Leader Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * OLOL Childrens Liturgy Of The Word Leader Position Description.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL Childrens Liturgy Leader Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else at Church to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL Childrens Liturgy Leader Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au.

Thank you,
Our Lady of Lourdes Parish

Appendix 4.3: SACRAMENTAL TEAM CO-ORDINATOR VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: OLOL Sacramental Team Co-Ordinator Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * OLOL Sacramental Team Co-Ordinator Position Description.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL Sacramental Team Co-Ordinator Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else at Church to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL Sacramental Team Co-Ordinator Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au.

Thank you,
Our Lady of Lourdes Parish

Appendix 4.4: ALTAR SERVERS TRAINER VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: ALTAR SERVERS TRAINER Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * Altar Servers Trainer Position Description.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL Altar Servers Trainer Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL Altar Servers Trainer Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office:
bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.5: CHOIR LEADER VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: CHOIR LEADER Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * CHOIR LEADER POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL CHOIR LEADER Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL CHOIR LEADER Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.6: LIBRARIAN VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: Librarian Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * OLOL LIBRARIAN POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL Librarian Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else at Church to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL Librarian Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au.

Thank you,
Our Lady of Lourdes Parish

Appendix 4.7: ALTAR SETTER VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: ALTAR SETTER Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * ALTAR SETTER POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL ALTAR SETTER Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL ALTAR SETTER Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.8: ALTAR SERVER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OLOL ALTAR SERVER COVER LETTER

Subject: OLOL ALTAR SERVER VOLUNTEER DOCUMENTATION

Dear Parent,

Our Lady of Lourdes Parish greatly values your child's contribution to our Parish as an Altar Server. We respect their commitment and their efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

Can you please read through the following documents and explain them to your child:

- OLOL Altar Server Position Description.pdf;
- Feel-Safe-and-Be-Safe-At-Our-Church_A4.pdf;
- Child-Friendly-Commitment-Statement_A4.pdf;
- Code-of-Conduct-Explanation_Children_A4.pdf;

The following documents are only for adults:

- Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- Our Lady of Lourdes Staff/Volunteers Privacy Statement.pdf;
- Our Lady of Lourdes workplace Health and safety information.pdf;
- Reporting-abuse-of-safety-related-misconduct_A4.pdf;

Can you please read through and fill in the following document and explain it to your child:

- OLOL Altar Server Volunteer Agreement.pdf;

...can you please keep one copy of "OLOL Altar Server Volunteer Agreement.pdf" for yourself and send or deliver one copy to the Parish Office. You can also scan it and email it to Parish Office (bayswater@cam.org.au) instead.

Please note that if your child is asked to be an Altar Server at an event apart from a regular Mass like a funeral or a wedding, and the event organiser wants photographs of your child, the organisers of that event must get you to fill in a photographic consent form. Please contact the Parish Office for that form.

Thank you,
Our Lady of Lourdes Parish Bayswater

Appendix 4.9: COUNTER VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: COUNTER Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * OLOL COUNTER POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL Counter Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else at Church to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL Counter Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au.

Thank you,
Our Lady of Lourdes Parish

Appendix 4.10: FINANCE COUNCIL MEMBER VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: FINANCE COUNCIL MEMBER Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * FINANCE COUNCIL MEMBER POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL FINANCE COUNCIL MEMBER Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL FINANCE COUNCIL MEMBER Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.11: GARDENING OR MAINTENANCE VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: GARDENING OR MAINTENANCE Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * GARDENING OR MAINTENANCE POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL GARDENING OR MAINTENANCE Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL GARDENING OR MAINTENANCE Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.12: EXTRAORDINARY MINISTER OF HOLY COMMUNION VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: EXTRAORDINARY MINISTER OF HOLY COMMUNION Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

* EXTRAORDINARY MINISTER OF HOLY COMMUNION POSITION DESCRIPTION.pdf;

* OLOL Staff Volunteers Privacy Statement.pdf;

* OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;

* Our Lady of Lourdes Safeguarding Policy Summary.pdf;

* OLOL Code of Ethical Behaviour.PDF;

* OLOL workplace Health and safety information.pdf;

* OLOL EXTRAORDINARY MINISTER OF HOLY COMMUNION Volunteer Agreement.pdf

* Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

* OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;

* OLOL Code of Ethical Behaviour.PDF;

* OLOL EXTRAORDINARY MINISTER OF HOLY COMMUNION Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.13: PASTORAL COUNCIL MEMBER VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: PASTORAL COUNCIL MEMBER Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

* PASTORAL COUNCIL MEMBER POSITION DESCRIPTION.pdf;

* OLOL Staff Volunteers Privacy Statement.pdf;

* OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;

* Our Lady of Lourdes Safeguarding Policy Summary.pdf;

* OLOL Code of Ethical Behaviour.PDF;

* OLOL workplace Health and safety information.pdf;

* OLOL PASTORAL COUNCIL MEMBER Volunteer Agreement.pdf

* Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

* OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;

* OLOL Code of Ethical Behaviour.PDF;

* OLOL PASTORAL COUNCIL MEMBER Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.14: AUDIO VISUAL OPERATOR VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: AUDIO VISUAL OPERATOR Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * AUDIO VISUAL OPERATOR POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL AUDIO VISUAL OPERATOR Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL AUDIO VISUAL OPERATOR Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.15: READER VOLUNTEER COVER LETTER

Subject: READER Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * READER POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * READER Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL READER Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office:
bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.16: COLLECTOR VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: Collector Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * Collector POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL Collector Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL Collector Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office:
bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.17: PIOUS GOODS STALL OPERATOR VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: PIOUS GOODS STALL OPERATOR Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * PIOUS GOODS STALL OPERATOR POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL PIOUS GOODS STALL OPERATOR Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL PIOUS GOODS STALL OPERATOR Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,
Our Lady of Lourdes Parish

Appendix 4.18: COMMUNION TO SICK-PASTORAL VISITOR VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: COMMUNION TO SICK-PASTORAL VISITOR Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

- * COMMUNION TO SICK-PASTORAL VISITOR POSITION DESCRIPTION.pdf;
- * OLOL Staff Volunteers Privacy Statement.pdf;
- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * Our Lady of Lourdes Safeguarding Policy Summary.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL workplace Health and safety information.pdf;
- * OLOL COMMUNION TO SICK-PASTORAL VISITOR Volunteer Agreement.pdf
- * Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else to witness and countersign:

- * OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;
- * OLOL Code of Ethical Behaviour.PDF;
- * OLOL COMMUNION TO SICK-PASTORAL VISITOR Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au

Thank you,

Our Lady of Lourdes Parish

Appendix 4.19: CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR VOLUNTEER COVER LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Subject: CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR Volunteer Documentation

Dear Volunteer,

Our Lady of Lourdes Parish greatly values your contribution to our Parish. We respect your commitment and all of your efforts.

Following Archdiocese regulations, each volunteer must sign a volunteer agreement with the Parish.

1. Please read all of the attached documents...

* OLOL CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR POSITION DESCRIPTION.pdf;

* OLOL Staff Volunteers Privacy Statement.pdf;

* OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;

* Our Lady of Lourdes Safeguarding Policy Summary.pdf;

* OLOL Code of Ethical Behaviour.PDF;

* OLOL workplace Health and safety information.pdf;

* OLOL CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR Volunteer Agreement.pdf

* Reporting-abuse-of-safety-related-misconduct_A4.pdf

2. These documents require your signature, and also please get someone else at Church to witness and countersign:

* OLOL Safeguarding Children and Young People Code of Conduct Declaration.pdf;

* OLOL Code of Ethical Behaviour.PDF;

* OLOL CHILDREN'S LITURGY OF THE WORD (CLOW) COORDINATOR Volunteer Agreement.pdf

3. Please note that we don't require referees for existing volunteers.

4. Please watch these "Responding to and Reporting Abuse" Safeguarding training videos:

<https://melbournecatholic.org/safeguarding/safeguarding-training-and-upcoming-events/safeguarding-e-learning-videos/>

5. Please print out 2 copies of the documents in point 2. 1 copy is for you to keep. The other copy is for the Parish Office. You can either post or deliver the second copies to the Parish Office in an envelope or scan them and email them to the Parish office: bayswater@cam.org.au.

Thank you,
Our Lady of Lourdes Parish

Appendix 5: STAFF/VOLUNTEERS PRIVACY STATEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

Our Lady of Lourdes Staff/Volunteers Privacy Statement

Privacy Legislation

Our Lady of Lourdes Catholic Parish in Bayswater, Victoria, Australia (referred to as "OLOL") is governed by the Privacy and Data Protection Act 2014 (Victoria) and the Privacy Act 1988 (Commonwealth of Australia). Those laws are referred to as "Privacy Laws".

The Privacy Laws define "Personal information" as opinion or recorded information related to an identifiable or identified individual.

"Processing" of personal information is defined as all tasks involved with the management of personal information by OLOL. These tasks include collection, use, storage and disposal and the steps between these tasks.

OLOL will protect your privacy and process your personal information in a lawful and fair manner while complying with the Privacy Laws.

Type of Information Collected and Methods Collected

OLOL will collect personal information about you throughout your employment / volunteer tenure. Such information may include:

- your name, date of birth, phone number, email address and physical address
- Victorian Working with Children's Check's details
- qualifications, referee reports and performance appraisals
- if applicable to your role, information from a Police check
- For a paid employment role, banking, superannuation details and tax file number

Such information can be collected from paper forms, emails, online forms, Victorian Working with Children's Check's cards. OLOL may collect information from referees about previous work history. If applicable, OLOL may collect information from State and/or Federal Police.

Purposes of information collection

The main reasons for collecting the information is to administer your volunteer/employee tenure and maintain your volunteer/employee records relating to employment, salary and superannuation.

Your personal information is also collected and used for other relevant Human Resources processes. Your information may be shared with external authorities such as Government Departments, the Catholic Melbourne Archdiocese, the Australian Taxation

Office and State and Federal Police as they require.

Storage, Security and Accuracy of Information

OLOL will hold your information in electronic form and may hold it in paper form as well. As much as reasonable OLOL will take steps to ensure that the information that OLOL stores is complete and accurate. OLOL will use secure administrative processes and technologies to maintain your information that prevents unauthorised access, disclosure, transmission, loss, dissemination and destruction.

Catholic Archdiocese of Melbourne requires records to be kept for 100 years.

Disclosure and Use of Information

OLOL will only disclose or use your information...

- For the reasons that it was collected
- Where you have agreed to its use or disclosure
- Where external authorities legally require it
- If there is a related reason that reasonably justifies its use or disclosure

Gaining Access to Personal information

If you do not want to provide OLOL with personal information that is required for your intended volunteer or employed role, OLOL can either refuse to accept you for your intended volunteer or employed role or limit the scope of your duties.

You can gain access or alter your personal information at any time provided there is not a good reason to do so such as if you are under investigation by OLOL or an external authority. If the privacy of others could be affected you may also not be able to gain access or alter your information.

Correction and access of personal information is handled in accordance with the Freedom of Information Act 1982 (Vic).

Appendix 6: SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT DECLARATION

OUR LADY OF LOURDES CATHOLIC PARISH BAYSWATER

Safeguarding Children and Young People Code of Conduct Declaration

Clergy, employees and volunteers are required to sign the Safeguarding Children and Young People Code of Conduct Declaration upon their commencement and annually to coincide with the completion of annual child safety training requirements (see the 'Safeguarding Training' section of this policy).

The completion of the Child Safety Code of Conduct Declaration is a requirement of a person's engagement within Our Lady of Lourdes Catholic Parish Bayswater (LOL).

Failure to submit this declaration is a serious matter and may incur disciplinary action.

LOL clergy, employees and volunteers are committed to upholding a duty of care to all children and young people and taking all reasonable steps to protect children and young people from all forms of abuse and harm. At LOL, clergy, employees and volunteers commit to safeguard the health and wellbeing of children and young people by:

Keeping children and young people safe from abuse and harm

- Not engage in any form of child abuse or harm including emotional, physical and sexual abuse or neglect.
- Avoid any form of physical punishment or degrading, cruel, frightening or humiliating treatment.
- Ensure that physical contact is appropriate, non-intrusive and not sexual in nature.
- Avoid developing relationships with children and young people that can be construed as favouritism and/or grooming.
- Use respectful language and tone when communicating with children and young people and avoid language that harms, discourages, frightens and humiliates children and young people.
- Avoid language that is sexual, discriminatory and racist in nature including suggestive humour, jokes or innuendo.

Creating a physically and psychologically safe environment

- Ensure that an adult is never alone with a child or young person and they do not seek to make contact with a child or young person that places them at risk of abuse
- Ensure that children and young people in your care are appropriately supervised at all times.
- Use fair, respectful and developmentally appropriate strategies to guide the behaviour of children and young people in a positive manner.
- Ensure that photographs or video of children and young people are taken with the consent of parents or guardians within the context of the parish, agency or entity activity.
- Use social media and digital communication in a manner that does not exploit or place children and young people at risk.
- Act to remove and/or minimise any physical or environmental risks that could adversely impact children and young people.
- Not consume alcohol or illicit drugs before or while engaging in the care of children and young people or being adversely affected by prescription medication.
- Not supply alcohol and drugs to children and young people.
- Immediately notify management if charged or convicted with a criminal offence (if subject to a criminal history record check in relation to your involvement with OLOL).

Supporting cultural safety and inclusion

- Promote the safety, participation and empowerment of children and young people.
- Support the inclusion of children and young people with a disability; from culturally and linguistically diverse backgrounds; same-sex attracted, intersex and gender diverse children and young people; and Aboriginal and Torres Strait Islander children and young people.

Promoting respectful relationships

- Engage in positive and respectful interactions with children and young people that uphold their rights and dignity.
- Listen to and respect the views of children and young people.

Taking action to safeguard children and young people

- Listen to and respond supportively to the concerns of children and young people in relation to their safety.
- Report any child safety concerns, reports or disclosures to relevant statutory child protection authorities (e.g., Child Protection (DHHS), Victoria Police) and the Professional Standards Unit, consistent with the requirements of this Policy.

I have read, and agree to abide by, the Child Safety Code of Conduct when engaged with children and young people within Our Lady of Lourdes Catholic Parish Bayswater.

DECLARATION		
Name (please print)	Signature	Date
		/ /
Address:		
Name of witness (please print)	Signature	Date
		/ /

Appendix 7: OUR LADY OF LOURDES SAFEGUARDING POLICY SUMMARY

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OLOL Safeguarding Policy Summary

WATCH. REPORT. SUPPORT.

1. Awareness of abuse of children and vulnerable people including elderly, disabled and disadvantaged
2. Working with Children's checks for all volunteers
3. Mandatory police reporting of suspected abuse
4. Abuse prevention procedures



1. Awareness Of Abuse

A. Children and other vulnerable people including disabled, disadvantaged and elderly can be at risk of emotional/psychological, physical, domestic, neglect and sexual abuse.

B. There is also a risk of grooming where a perpetrator will offer inducements to the intended victim to gain their trust. They may befriend their family members to gain access to them.

2. Working With Children's Checks For All Volunteers

A. All volunteers must have a Working With Children's Check. The check is a police search of any relevant offences. This helps screen out potential offenders. The policy explains how to organise a check.

B. The WWCC Authority have advised us that because a volunteer is a position of authority that all volunteers should have a WWCC. Children need to trust volunteers.

3. Mandatory Reporting

If you suspect abuse of children, disabled, disadvantaged or elderly people you must immediately report it to the police. It is an offence not to. Apart from police, keep all details confidential. Also please notify Professional Standards Unit: psu@cam.org.au.

4. Abuse Prevention Procedures

A. Parents / guardians to mind their children's activities. Carers / Friends to mind disabled / elderly.

B. Everyone should lookout for suspicious behaviour and keep children visible.

C. Each ministry should identify the risks involved and how to manage those risks.

D. Everyone should try to spot grooming behaviours.

E. Ongoing awareness and education about abuse.

F. Having a generally supportive environment and leadership.

Safeguarding Representative:

Michael Anderson

Email: safeguardingolol@gmail.com

Web: www.ololbayswater.org.au/safeguarding



Appendix 8: CODE OF ETHICAL BEHAVIOUR FOR THOSE WHO WORK IN THE SERVICE OF OUR LADY OF LOURDES CATHOLIC CHURCH BAYSWATER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

CODE OF ETHICAL BEHAVIOUR FOR THOSE WHO WORK IN THE SERVICE OF OUR LADY OF LOURDES CATHOLIC CHURCH BAYSWATER

You have been told what the Lord requires of you:
To act justly, to love tenderly and to walk humbly with your God.
Amos 5:21.24

This Code of Ethical Behaviour clarifies and affirms the standards of behaviour that are expected of employees, students on placement and volunteers in Our Lady of Lourdes Catholic Church Bayswater.

Breach of this code may result in disciplinary action being taken, up to and including dismissal.

Clergy and religious are bound by the standards for ethical behaviour as articulated in 'Integrity in Ministry.'
<https://www.catholic.org.au/documents/1344-integrity-in-ministry-2010-1/file>.

Relationships among people are the starting point of all Christian life, ministry and service and are central to Catholic life. It is with the objective that relationships in ministry be experienced as collaborative, communicative and coordinated without intention to harm or allow harm to occur that I have approved this Code of Ethical Behaviour for employees, students on placement and volunteers.

Those who serve at Our Lady of Lourdes Catholic Church Bayswater – employees, students on placement and volunteers - shall:

- 1. Commit to justice and equity** by exhibiting the highest Christian ethical standards of language, behaviour and personal integrity in their professional conduct.
- 2. Uphold the dignity of all people and their right to respect** by conducting themselves in a moral manner consistent with the discipline, norms and teachings of the Catholic Church.
- 3. Commit to safe and supportive relationships** by not taking advantage of any pastoral or authoritative role for their own benefit; and by adhering to the requirements of the law of Victoria or The Commonwealth regarding reporting any suspected abuse of children, young people and vulnerable adults.
- 4. Respond with integrity to those who are poor, alienated or marginalised** by not acting in an abusive or neglectful manner; and by sharing concerns about suspicious or inappropriate behaviour with the appropriate person in their organisational structure.
- 5. Strive for excellence in all their work** by following the policies and procedures of the Parish; accepting their professional responsibility in the protection of children, young people and vulnerable adults from all forms of abuse; and by providing a professional work environment that is free from harassment.

6. Maintain appropriate professional boundaries in all contact settings including virtual by:

- Demonstrating language and behaviour consistent with role and responsibilities;
- Avoiding inappropriate emotional attachment;
- Not forming or engaging in relationships of a personal or sexual nature;
- Maintaining distance between work and personal space;
- Not accepting gifts or entering into financial relationships or transactions;
- Not disclosing inappropriate personal information; and
- Avoiding touch in a manner, which is not a legitimate occupational requirement.
- Maintain confidentiality of personal information and only use or disclose it for required purpose

Conduct not consistent with this Code of Ethical Behaviour in the workplace includes, but is not limited to: being engaged in activities or situations that can give the appearance of: bullying, sexual or other harassment, exploitation, sexual exploitation, conflict of interest, abuse as defined in the church's Towards Healing document, possession or distribution of pornographic material, abuse of alcohol, drugs or gambling in a way that interferes with the person's service of the Church, any form of criminal conduct including stealing or any other form of theft or any form of assault.

Breaches of this policy could lead to the discipline of those found to be in breach, which may eventuate in the termination of employment or termination of voluntary position.

I have read and understand this Code of Ethical Behaviour:

Name: _____

Signature: _____

Date: _____

Appendix 9: OUR LADY OF LOURDES PARISH BAYSWATER WORKPLACE HEALTH AND SAFETY WORKSAFE INFORMATION

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR LADY OF LOURDES PARISH BAYSWATER WORKPLACE HEALTH AND SAFETY WORKSAFE INFORMATION

All volunteers and employees at Our Lady of Lourdes Catholic Church Bayswater (OLOL) are covered by Victorian WorkSafe legislation.

OLOL is committed to providing a positive, safe and supportive work environment.

OLOL seeks to minimise stress and promote good mental wellbeing relating to your tasks. Stress can be caused by factors such as unrealistic workloads, unclear objectives, uncomfortable social situations and uncertain environments.

If you feel that you are experiencing stress then please speak to your Ministry leader.

Your leader can work with you to get others to help with your tasks. They can limit the time that you spend on your tasks. They can alter the scope and nature of your tasks.

OLOL will not tolerate bullying, intimidation, harassment or violence of any kind. If anyone does this to you and the perpetrator is not your Ministry leader then please make your Ministry leader aware of this. They will suspend the perpetrator while an investigation occurs.

If the perpetrator is your Ministry leader then you can contact Profession Standards Unit of the Archdiocese of Melbourne on (03) 9926 5621 or via email at

psu@cam.org.au

Please take notes about locations, people, times and dates that these incidents have occurred.

OLOL will provide you with physically safe tasks and a physically safe environment.

Your work environment should not contain hazards such as excessive clutter, unsafe chemicals, faulty electrical equipment or furniture with sharp edges. If you see a small hazard that you can manage such as an upturned chair, please make it safe. For medium-large hazards please notify your Ministry leader.

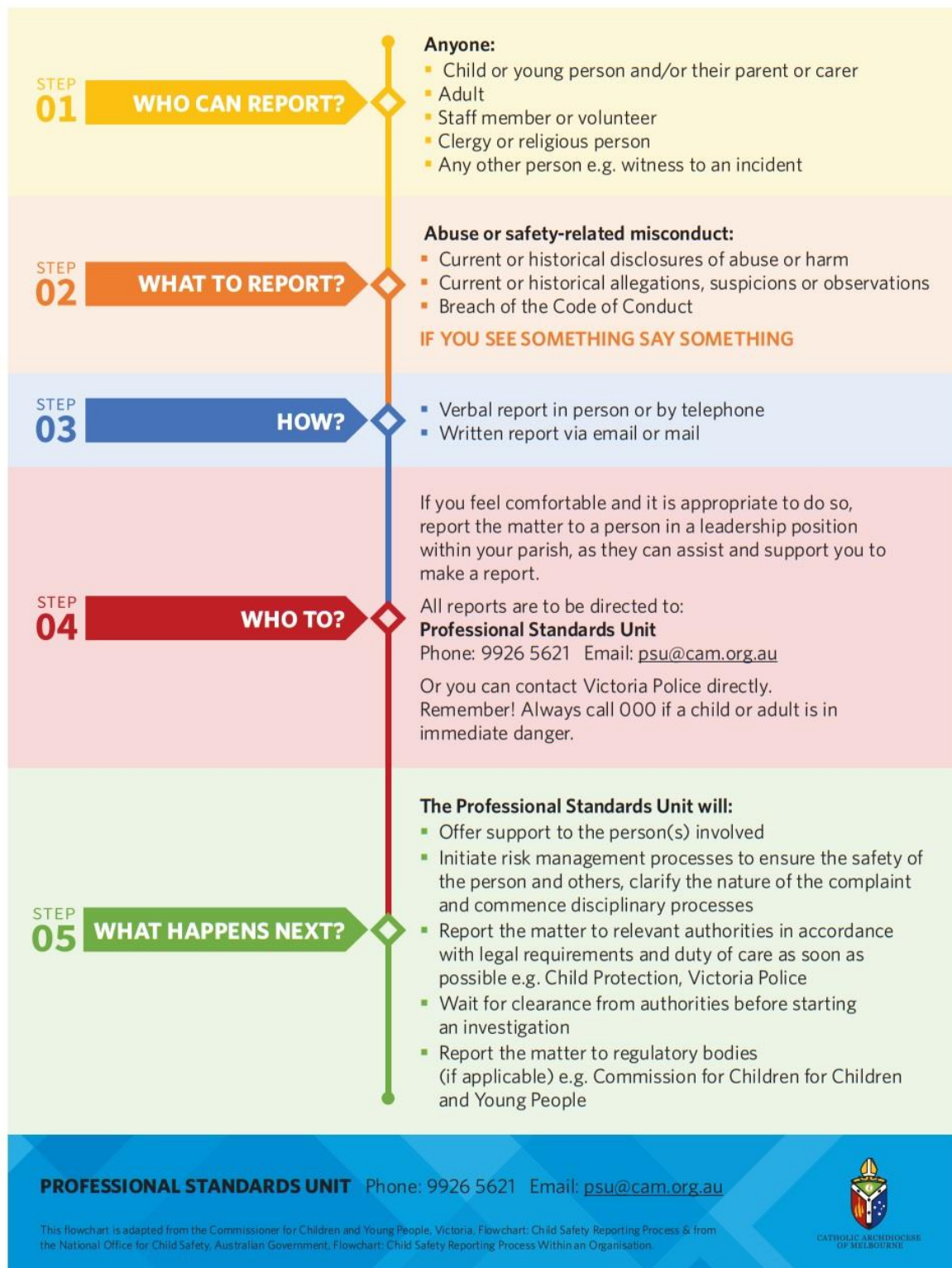
If your role requires you to lift objects or handle dangerous objects please make your ministry leader aware if you are concerned about injury.

Appendix 10: REPORTING ABUSE PROCEDURES FLOW CHART

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

REPORTING ABUSE OR SAFETY-RELATED MISCONDUCT



Appendix 11: CHILD FRIENDLY COMMITMENT STATEMENT

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

OUR COMMITMENT TO CHILDREN AND YOUNG PEOPLE

We commit to making our Church a safe place for children and young people and protecting them from harm.

You are special and will always be welcome in our Church.

What you think and feel is important to us.

We will make sure our leaders and helpers understand their responsibilities to keep you safe.

We respect you just the way you are.

If you feel unsafe or are worried about someone else's safety, we will listen and take this seriously.

We will help you to be safe. This means that if you are being hurt or are in danger of being hurt, we will speak to the Police or another person who can help you.

PROFESSIONAL STANDARDS UNIT

Phone: 9926 5621 Email: psu@cam.org.au



CATHOLIC ARCHDIOCESE OF MELBOURNE

Appendix 12: CODE OF CONDUCT EXPLANATION FOR CHILDREN

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.



CODE OF CONDUCT EXPLANATION FOR CHILDREN

In this Church we have a special set of rules which we call a 'Code of Conduct'.

These rules are for all the people who work or help out at Church, these include the priest, the children's liturgy leaders, those involved with the altar server program as well as many others.

We have made these rules to make sure everybody in the Church is safe, especially children and young people.

Things that adults are not allowed to do:

- No one is allowed to hurt you:
 - Physically - hitting, punching or hurting any part of your body
 - Emotionally - being rude to you, scaring you, yelling at you, swearing at you, saying nasty things to you or trying to embarrass you in front of others
 - Sexually - talk to you in a way that makes you feel uncomfortable or unsafe, touching your private parts, asking you to touch their private parts or showing you pictures of private parts. Private parts are the parts of the body that are covered by your bathers.
- Treat you as their favourite person and give you gifts because you are their favourite
- Force you to do something that you do not want to or break the rules.
- Ask you to keep secrets

- Treat you differently because of what makes you special. This includes your gender, culture, sexuality or disability
- Be alone with you
- Meet you privately without your parent's permission
- Connect with you on your phone or on the internet privately
- Take a video or photos of you unless your parents have said this is ok

Things that adults can do:

- Look after you, help you feel welcome and keep you safe
- Speak to you in a kind and respectful way
- Include you and ask your opinion when making decisions that affect you
- Listen to your concerns and respond in a way that supports you and keeps you safe
- If they find out some information that means that you or someone else is unsafe, an adult must tell someone - this might include the Police

Following these rules helps us to keep you safe. If you feel like an adult in the Church has broken these rules we want to know. You could tell a trusted adult like your parent, other family member, a teacher or someone in the Church.

PROFESSIONAL STANDARDS UNIT

Phone: 9926 5621 Email: psu@cam.org.au



Appendix 13: FEEL SAFE AND BE SAFE AT OUR CHURCH FOR CHILDREN

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

FEEL SAFE AND BE SAFE AT OUR CHURCH



YOU HAVE RIGHTS

You have the right to feel safe and be safe from harm.

YOU ARE VALUED & RESPECTED

You have the right not to be hurt, spoken to rudely or made to feel uncomfortable.

WE WILL PROTECT

We will protect children and young people.

WE WILL LISTEN & BELIEVE

We will listen to children and young people and believe them.

WE WILL RESPOND

We will respond to matters of safety and harm.

IF YOU DON'T FEEL SAFE, PLEASE CONTACT:



A family member
or a trusted person
you feel safe
talking to.



Police
000



kidshelpline
Anytime | Any Reason

Kids Helpline
1800 551 800

AND THE PROFESSIONAL STANDARDS UNIT.

PROFESSIONAL STANDARDS UNIT

Phone: 9926 5621 Email: psu@cam.org.au



CATHOLIC ARCHDIOCESE
OF MELBOURNE

Appendix 14: INTERVIEW QUESTIONS

EXAMPLES OF SAFEGUARDING QUESTIONS.

The formal interview is an opportunity to discuss and assess the applicant's values, motivations, abilities, experience and suitability.

Examples of safeguarding questions you could ask:

- Tell us about any experiences that have been difficult for you when working with children, young people or vulnerable adults. How you handled the experience?
- Tell us how you respond to aggression or people who are especially challenging?
- Tell us how you go about advising a [young] person regarding sexual matters?
- How would you respond to a young person or vulnerable adult who tells you that s/he is being abused?
- What would you do if a young person or vulnerable adult started sending you text messages unrelated to your work?

REFERENCE: *Safeguarding Children*. Standards and guidance document for the Catholic Church in Ireland. September 2008

Additional questions suggested by Working with Children Check:

- This Parish is committed to ensuring that the behaviour of all employees towards children, young people and vulnerable adults is appropriate. Can you explain what you see as appropriate and inappropriate practices (in this particular area)?
- You mentioned you are committed to child and youth friendly practices. How would you ensure these practices are carried out? For example, tell us how you would ensure the privacy of a child, young person or vulnerable adult in changing rooms?
- We noticed you weren't working in the industry between these two periods. Can you tell us what you were doing at that time? Can you supply a reference from the employer you were working with before you left?
- Think of an experience you have had with a child, young person or vulnerable adult where you felt particularly close to, or proud of, the person. Tell us why you felt that way. Do you think it affected your behaviour towards them?

Appendix 15: HIGH RISK INDICATORS FOR APPLICATIONS – CHECKLIST

- Application has gaps in dates for employment, education or residence.
- Application includes conflicting or incorrect information.
- Application has omitted or incomplete information.
- The applicant has an unstable work history.
- The applicant provides vague reasons for leaving previous jobs.
- The applicant is unwilling to use former supervisors as references.
- The applicant is overeducated or overqualified for this or other positions with children, young people or vulnerable adults.
- The applicant is moving to a lesser-paying job.
- The application shows a pattern of work and volunteer positions with the same type of children/youth/vulnerable adults.
- The work pattern shows themes of problems with authority.
- The applicant found out about a position through dropping in on the program.
- The applicant describes children/youth/vulnerable adults as helpless, vulnerable or perfect

Appendix 16: VOLUNTEER ENGAGEMENT LETTER

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

(Insert date)

(Insert name)
(Insert address)

Dear (insert name)

We are delighted that you have volunteered to assist us in our endeavours as a (insert name of position), with Our Lady of Lourdes Catholic Church Bayswater, as from (insert first engagement date).

In so doing, our approach is to develop a working relationship that respects the parties' mutual rights and responsibilities in accordance with the [Australian National Standards](#).

In serving the needs of the community and to ensure we comply with our various legal responsibilities, I would like to take this opportunity to clarify and confirm our expectations of a volunteer worker.

In your voluntary role, if you have any concerns or questions about any of these matters, please contact (insert contact name) on telephone (insert telephone number).

Reporting Relationships - In this position you will report to (insert name/position title of Supervisor).

Tasks - Whilst subject to possible change, your role and responsibilities are as discussed with you on (insert date) and are outlined in the attached task description.

Training - Training will be arranged for you to familiarise you with the various duties and responsibilities of the position.

Hours of Volunteer Work - Your hours of work will be arranged and varied as mutually agreed.

Reimbursement of Expenses: Whilst volunteers do not receive any remuneration for their volunteer work they may claim any out of pocket expenses agreed to at the time of their engagement or in the course of volunteering, provided they provide the Parish/Agency/Service with receipts.

Criminal History Screening - The Archdiocese have standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0 - 18 years). All volunteers must maintain a Positive Notice Working with Children Check Victoria for Child Related Employment.

*****You may also be required to obtain a National Police Certificate (Australia Wide Criminal History Check).

Volunteers are obliged to maintain and hold the applicable current positive notice cards/criminal history check. In the event that one of these expires, your ability to undertake voluntary work will be impeded until a positive notification is received.

Confidentiality - Upon appointment, you will be required to sign a “Confidentiality Agreement,” a copy of which is attached to this letter. We hold in trust our clients’ details and the nature and scope of such interpersonal dealings. You must not, at any time during your engagement or at any time after your engagement, disclose any such confidential information about the business affairs or property of the organisation to any third party unless required by law.

General Conduct - Interpersonal behaviours that reflect respect for others with whom we come into contact is important to us. We would therefore require you to perform your duties and observe a standard of behaviour that supports the values and mission of Our Lady of Lourdes Catholic Church Bayswater, an arm of the Roman Catholic Archdiocese of Melbourne.

Although not a specific term and/or a condition of this agreement please note our expectation that you will be required to familiarise yourself with relevant, approved policies, procedures and practices and perform your various duties and responsibilities in accordance with them.

Finally, let me take this opportunity to reassure you that we appreciate your interest in volunteering in what can be a challenging and yet rewarding work environment. We look forward to working with you.

Yours sincerely

(Name)
(Position)

Appendix 17: WHO IS A DISQUALIFIED PERSON?

A person is disqualified from applying for a Working With Children Check if s/he:

- Has been convicted of a disqualifying offence irrespective of the penalty imposed (including a
- Child-related sex or pornography offence, or the murder of a child); or
- Is a reportable offender with current reporting obligations under the Sex Offenders Registration Act 2004; or
- Is subject to a Safeguarding Children offender prohibition order; or
- Is subject to a disqualification order prohibiting him/her from applying for or holding a Working With Children's Check; or

If you hold a Positive Working with Children Check and you are charged with a serious offence (including any of the 6 listed above) you must notify the Parish office within 7 days of the charge. Penalties apply if you fail to notify!

Information about the check may be found at:

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/what-happens-next>

Note that even offences from decades ago may result in a Negative Notice.

If a negative notice is received, the person may apply for a review of the department's decision (<https://www.vcat.vic.gov.au/resources/application-for-review-of-a-decision-review-and-regulation>) at the Victorian Civil and Administrative Appeals Tribunal (VCAT). There is a cost associated to VCAT and no guarantee it will be successful.

VCAT applications are heard in the [Review and Regulation List](#).

Appendix 18: VOLUNTEER REGISTER

A volunteer register is held at the OLOL Parish office.

Appendix 19: RISK CALCULATOR

1. For all major Parish events like the Palm Sunday procession, AGMs, Children's Easter Egg Hunt and Christmas dinners, a risk assessment sheet (appendix 4.1) needs to be submitted to the OLOL Safeguarding committee to review.

On an annual basis, risk assessments need to be conducted for regular Parish activities such as Children's Liturgy of the Word, Home Visits and Altar Servers training. The OLOL Safeguarding committee will review those assessments.

Appendix 19.1. UNDERSTANDING RISKS

1. What risks are involved?
2. What risks could arise?
3. How likely is it that these risks could occur?
4. What would be the consequence of risk happening?

Insignificant	No injury/illness	No impact
Minor	Small injury/illness requiring first aid only	Minimal impact
Moderate	Injury/illness requiring casualty treatment	Impact
Major	Serious injury	Significant Impact
Catastrophic	Death, epidemic, permanent disablement	Extreme Impact

LIKELIHOOD	CONSEQUENCES					
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
	ALMOST CERTAIN	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	LIKELY	MODERATE	HIGH	HIGH	EXTREME	EXTREME
	POSSIBLE	LOW	MODERATE	HIGH	EXTREME	EXTREME
	UNLIKELY	LOW	LOW	MODERATE	HIGH	EXTREME
	RATE	LOW	LOW	MODERATE	HIGH	HIGH

Once level is determined prioritise all risks and plan for action:

Low – may not require action immediately

Moderate – action required as soon as possible

High – immediate action required

Extreme – immediate action required

RISK EXAMPLE

Parish Name: *Our Lady of Lourdes*

Step 1

ACTIVITY: *Ice skating*

Step 2

Potential risks with this activity

Injury to children
Leaving child behind at rink
Children wandering away from group
Other public participants intruding on the group
Children eating something which disagrees with them
Children's inappropriate/unsafe behavior on the ice

Step 3

Determine the level of each risk. Refer to risk calculator provided in these materials.

Risk	Level of Risk
<i>Injury to child</i>	High
<i>Leaving child behind at rink</i>	Extreme
<i>Children wandering away from the group</i>	Extreme
<i>Other public participants intruding on or engaging with the group/individuals</i>	High
<i>Children eating something which disagrees with them</i>	Moderate
<i>Children's inappropriate/unsafe behaviour on the ice</i>	Moderate

Step 4

Prioritise Risk>Identify Control Measures>Further action required

Prioritise risk	Current control measure	Further action required
<i>Leaving child behind at rink</i>	<i>Appropriate adult child ratio at least 1:b Supervision of children</i>	<i>Peer support within the group – buddies</i>

	<i>Roll call on loading bus & prior to leaving activity</i>	
<i>Children wandering away from the group</i>	<i>Supervision of children Appropriate adult child ratio Clear expectations of behaviour</i>	<i>Identifying where children are and aren't allowed to go upon arrival at venue</i>
<i>Other public participants intruding on or engaging with the group/individuals</i>	<i>Diligent supervision by Adults Clear expectations of children's behaviour around the public Reminders to children about personal protective behaviours and telling a supervisor should they feel unsafe</i>	
<i>Injury to child</i>	<i>Clear expectation of safe behaviour Protocol in the event of an injury to be explained to all participants/supervisors Confident ice skaters to aid less confident children</i>	<i>A Senior First Aid qualified person to be one of the supervisors Take first aid kit and mobile phone Take contact details of participants' parents</i>
<i>Children eating something which disagrees with them</i>	<i>Identify any children with allergies and ensure that they have their medication with them Careful supervision of these children</i>	<i>As above</i>
<i>Children's inappropriate/unsafe behaviour on the ice</i>	<i>Clear expectation of behaviour Careful supervision Trained employees and volunteers to assist specific children with behavioural issues.</i>	

Step 5

Transfer detail to Risk Management Plan/Register

Signature: *K Sparky*

Date: 20/04/2013

Appendix 19.2. HOW TO USE THE FOLLOWING RISK ASSESSMENT DOCUMENTS:

The following risk assessment documents have been prepared as a generic starting point for our parish to complete our own risk assessments specific to our context, the local conditions and risks.

These can be applied to OLOL's Risk Assessment Sheet. The first Easter Egg Hunt example (appendix 19.4) correctly follows the OLOL Risk Assessment Sheet format. The values in the other examples (appendix 4.3 onwards) can be placed into our OLOL Risk Assessment Sheet.

Appendix 19.3: RISK ASSESSMENT SHEET

Risk Assessment Sheet - OLOL Safeguarding

Program/Activity/Event						Action plan			
Risk description: what could go wrong?	Risk controls: what is currently in place?	How effective are controls rating	Consequence rating	Likely rating	Level of risk	Risk treatment actions	Resources required	Date Finished	Accountability

Appendix 19.4: RISK ASSESSMENT – CHILDREN'S EASTER EGG HUNT

Program/Activity/Event: Children's Liturgy – Easter Egg Hunt - Sunday 4 th April 2021						Action plan			
Risk description: what could go wrong?	Risk controls: what is currently in place?	How effective are controls rating	Consequence rating	Likely rating	Level of risk	Risk treatment actions	Resources required	Date Finished	Accountability
Risk of inappropriate interactions between children and adults present during the Easter egg hunt activity	At least 2 CLOW leaders will facilitate and be present during this activity.	Fully effective	Catastrophic	Unlikely	Extreme	Request parents to attend the activity to supervise their children	--	--	CLOW leaders
	Parents who will not attend the activity are asked to sign in/out their children; a process which is monitored by the CLOW leaders	Fully effective	Catastrophic	Unlikely	Extreme				
Risk of children being injured as the Easter Egg	Typically this activity is conducted	Fully effective	Catastrophic	Unlikely	Extreme	Conduct the activity at the usual time	--	--	CLOW leaders

hunt will be conducted in the front grounds of the church which has vehicle access	during the liturgy time when there is no or reduced vehicle movement					when there is reduced traffic			
Risk of children running off in different directions as the activity is outdoors and not in the usual CLOW Narthex area	At least 2 CLOW leaders will facilitate and be present during this activity for supervision	Fully effective	Moderate	Likely	High	Request parents to attend the activity to supervise their children	--	--	CLOW leaders
Risk of children getting hurt due to uneven ground, fallen branches when outside	CLOW leaders organising the activity normally hide the Easter eggs and would check the area to ensure hazards are removed	Fully effective	Major	Possible	Extreme	CLOW leaders to carefully check the area where the activity will occur. Request parents to attend the activity to supervise their children	--	--	CLOW leaders
Risk of allergic reaction in children due to food consumption	Easter eggs purchased will be nut-free	Fully effective	Major	Unlikely	High	Request parents to attend the activity to supervise	--	--	CLOW leaders

						their children in terms of food consumption			
Submitted 22 March 2021 by Marise-Marie Alphonso									

Appendix 19.5: RISK ASSESSMENT – ALTAR SERVER TRAINING

Program/Activity/Event						Action plan			
Risk description: what could go wrong?	Risk controls: what is currently in place?	How effective are controls rating	Consequence rating	Likely rating	Level of risk	Risk treatment actions	Resources required	Date Finished	Accountability
<p>Recruitment and induction of Altar Server Trainers:</p> <p>Altar Server Trainer: unknown to Parish; not a Positive Working with Children Card holder; does not understand / follow role description; does not understand/use positive behavior management approach; does not understand/use code of ethical behavior</p>	<p>Recruitment and induction procedures followed according to Safeguarding policy. The trainer has a comprehensive understanding of the liturgy and the role of the Altar Server</p>		Physical, Emotional / Psychological, Sexual harm to children	Low	Moderate – High	Ensure participants are made aware of the relevant policies	Parish Priest or supervising officer		
<p>Gathering children in the sacristy and or sanctuary:</p> <p>Trainer being alone with the child/ren Child slipping/tripping</p>	<p>If only one trainer, ensure that another adult (i.e. parent) is present</p>		Physical, injury	Low	Low	Nil if controls are in place	Parents attendance		

Altar Server Training session: Non-compliant behavior in a child/ren Perception of inappropriate touching while assisting children in donning the alb and tying the sash	2 adult rule is in place Established group rules Request that children don the alb themselves, asking for assistance only if required Use of positive behaviour specific feedback (e.g. good listening)		Physical, Emotional/Psychological, Sexual harm to children	Low	Low	Trainer to understand the specific needs of specific children within the group	Parents attendance		
Toileting: Child going to toilet on their own	Elements to consider: Location of toilet Parents toilet the child prior to CLOW Where the practice of the local primary school is to send children to the toilet in pairs the Parish could adopt this practice depending on toilet location		Child wandering away Another person at the toilet at the same time as the child Child having difficulty with clothing or other matter	Low	Low – Moderate	Nil if controls are in place	Parents attendance		
Impact of physical environment:									
Carrying of the Processional Cross:	Ensure that child is strong enough with appropriate motor skills to carry the cross		Physical injury	Low	Low	Nil if controls are in place			

Use of lit Candles	Candles should be held within a safe stable container e.g. glass container No flammable items in close proximity Use long tapers Lighting of candles to be well supervised by an adult Ensure candles are properly snuffed after use		Physical injury (Burn)	Low	Low	Nil if controls are in place			
Electrical Equipment including power points and cords	Residual current device should be fitted to power supply of building Annual checking of electrical equipment including cords		Physical injury	Low	Low	Nil if controls are in place			
Training environment either overly hot or cold	Ensure trainees and trainer are well hydrated and suitably clothed for conditions. Ensure space is well ventilated.		Physical injury	Low	Low	Nil if controls are in place			

	Use fans/heaters as necessary to modify conditions								
Tripping from inappropriate Cassock size	Ensure trainees are fitted with appropriately sized garments		Physical injury	Low	Low	Nil if controls are in place			
Submitted 18 October 2021 by Matthew Lim									

Appendix 19.6: RISK ASSESSMENT – CARE AND CONCERN VISITS TO PRIVATE HOMES

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Care and Concern Ministers	Care and Concern Minister: unknown to Parish; does not understand/follow role description; no background check e.g. does not have a Criminal History check or a Positive Victorian Working with Children Check	Physical, Emotional / Psychological, Sexual harm	Recruitment and induction procedures followed according to Safeguarding policy	Low	Nil if controls are in place
Visiting the person's home	Physical environment of the home unknown and therefore possible slips, trips or falls	Physical injury to the Care and Concern Minister	Coordinators of Care and Concern Ministers must ensure that they alert Ministry volunteers of the need to be aware of possible hazards in the environment they are visiting. If they become aware they must report these hazards to the Ministry Coordinator. The Coordinator must consult with the Parish Priest who must take appropriate action to reduce the risk for the Volunteers.	Low	Nil if controls are in place
	The person being visited becomes more ill during the visit	Medical help not immediately available	Care and Concern Ministers training includes following steps: Alert the primary in-house carer, if there is one; obtain medical help including phoning 000 if necessary	Low - Moderate	Nil if controls are in place

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Visiting the person's home	Care and Concern Minister is asked to purchase supplies (e.g. milk, bread) for person being visited and is asked to take cash from the house	Care and Concern Minister may be accused of misappropriation of money	Care and Concern Ministers training includes following steps: Training in Archdiocesan Code of Ethical Behaviour in relation to this specific ministry Adherence to the set roster for visiting unless alternative time of visits are approved Proper record keeping (e.g. ensure diary is kept of date, time of purchase) Ministry Coordinator/Parish Office must be made aware of transactions carried out on behalf of ill person	Low - Moderate	Nil if controls are in place
Undertaking housework during a visit	Unsafe or unknown physical environment or equipment being used	Physical injury to the Care and Concern Minister	Coordinators of Care and Concern Ministers must ensure that they alert Ministry volunteers of the need to be aware of possible hazards in the environment they are visiting. If they become aware they must report these hazards to the Ministry Coordinator. The Coordinator must consult with the Parish Priest who must take appropriate action to reduce the risk for the Volunteers.		
Nature of the relationship changes from visiting Ministry to close friendship	Unclear boundaries between Ministry in the name of the Parish and personal friendship	Professional boundaries are breached and behaviours occur which are not consistent with the Ministry	Care and Concern Ministers training includes following steps: Training in Archdiocesan Code of Ethical Behaviour in relation to this specific ministry Training to recognise when a friendship has developed and the Minister needs to enact their Ministry with a different person enabling them to maintain their friendship		

Appendix 19.7: RISK ASSESSMENT – CHILDREN’S LITURGY OF THE WORD (CLOW)

Program/Activity/Event						Action plan			
Risk description: what could go wrong?	Risk controls: what is currently in place?	How effective are controls rating	Consequence rating	Likely rating	Level of risk	Risk treatment actions	Resources required	Date Finished	Accountability
Risk of inadequate measures in the recruitment and induction of CLOW leaders to ensure a safe and welcoming CLOW environment	Children’s liturgy induction paperwork required for all CLOW leaders as per Safeguarding policy requirements	Fully effective	Major	Unlikely	High	--			CLOW coordinator
Risk of children not staying with the CLOW group at liturgy time which could result in	Liturgy leader to always be aware of children’s whereabouts Two liturgy leaders to be	Fully effective	Moderate	Unlikely	Medium	--			CLOW leaders

<p>physical or other harm</p>	<p>present whenever possible; or the leader on duty to ensure that at least one other adult (parent) is in attendance</p> <p>Parents are strongly encouraged to attend CLOW sessions with their children to ensure their safety</p> <p>If a child has to go to the toilet, in the absence of a parent, the CLOW leader is to ensure that the child is escorted to</p>								
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	the toilet, that the child is alone in the toilet cubicle and returns to the CLOW group								
Risk of non-compliant behaviour in a child/ren during CLOW	Leader to use positive behaviour management strategies with the child/ren e.g. positive feedback. Leader to request the parent to attend to the child/ren.	Fully effective	Unlikely	Minor	Low	--			CLOW leaders
Risk of a large number of children attending CLOW that cannot be managed by a CLOW leader	Two liturgy leaders to be present whenever possible; or the leader on duty to ensure that at least	Fully effective	Unlikely	Minor	Low	--			CLOW leaders

resulting in neglect of children	one other adult (parent) is in attendance.								
Risk of unsafe physical environment during CLOW resulting in injury (e.g. use of stationery equipment such as scissors, chairs stacked in unsafe manner, use of lit candles, electrical power cords and points, use of chemicals such as glues)	CLOW leaders ensure that children are supervised with the use of stationery – use round nosed scissors, assist the children as required, request parents assist Chair stacks to be kept away from the CLOW area with children being supervised at all times.	Fully effective	Unlikely	Moderate	Medium	--			CLOW leaders

	<p>No lit candles are used at any time during CLOW</p> <p>CLOW leaders to ensure the liturgy area is safe and no electrical cords/cables are in proximity to where the children sit.</p>								
Risk of allergic reaction in children due to food consumption	Ensure that the CLOW leader checks with parents on any food allergies and makes alternate arrangements to ensure inclusion	Fully effective	Unlikely	Minor	Low	--			CLOW leaders

Submitted 27 September 2021 by Marise-Marie Alphonso

Appendix 19.8: RISK ASSESSMENT – SACRAMENTAL PREPARATION SESSIONS

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Sacramental Coordinator and team members	Team members: unknown to Parish; not a Working with Children Card holder; does not understand / follow role description; does not understand/use positive behaviour management approach; does not understand/use code of ethical behaviour	Physical, Emotional / Psychological, Sexual harm to children	Recruitment and induction procedures followed according to Safeguarding policy	Moderate	Nil if controls are in place
Gathering children in the location of the sessions	Child wandering off from the group Child slipping/tripping	Physical injury or missing child	Children signed into the session by their parents who remain with their child Sacramental Team Coordinator ensures that other adults are present or parents of the participants. Recommended ratio: 1 adult: 6 children	Low	Nil
Sacramental Preparation training session	Non-compliant behaviour in a child/ren	Physical injury to volunteers/other children Disruption of the teaching session	Established group rules and expectations of behaviour e.g. children are not to leave the space without permission from an adult Assigning 1 adult leader to sit in close proximity to noncompliant child/ren Provision of engaging material Use of positive behaviour specific feedback (e.g. great sitting up, good listening)	Low – Moderate depending on specific cohort	Team members to understand the needs of the specific children within the group
	Overly large number of	Physical injury or	Maintain a manageable leader/child ratio	Low	If necessary invite

	children in attendance	neglect of child/ren			a parent to assist
Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Impact of Sacramental Preparation environment	Chairs stacked in unsafe manner	Physical injury to a person	No more than 5 per stack Facing towards the wall	Low	Nil
	Use of lit candles	Physical injury to a person Fire	Candles should be held within a safe stable container e.g. glass container No flammable items in close proximity Use long matches Lighting of candles to be well supervised by an adult Ensure candles are properly snuffed after use.	Moderate	Consider using an alternate to a lit candle
	Use of stationery equipment e.g. scissors	Physical injury to a person	Use round nosed scissors Careful supervision of children Teach appropriate technique for use of and handing scissors to others.		
	Electrical equipment including power points and cords	Physical injury to a person	Residual current device (circuit breaker) should be fitted to power supply of building. Annual checking of electrical equipment including cords		
	Use of chemicals e.g. paints and glues	Physical injury to a person	Ensure chemicals paints and glues are for use by children and do not contain leads etc. Material safety data sheets must be kept for all chemicals use on site. These can be sourced from the manufacturer on line		
	Food allergies	Physical injury to a person	Ensure if food is being served that you are aware of any children who suffer food allergies and make alternative arrangements to ensure inclusion.		

	Safe food handling	Physical injury to a person	Follow safe food handling principles		
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Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Toileting	Child going to toilet on their own	Child wandering away Another person at the toilet at the same time as the child Child having difficulty with clothing or other matter	Elements to consider: Location of toilet Parents toilet the child prior to Sacramental Preparation training session. Where the practice of the local primary school is to send children to the toilet in pairs the Parish could adopt this practice depending on toilet location and if the toilet is in line of sight of the supervising adult.	Low - Moderate	Nil

Appendix 19.9: RISK ASSESSMENT – SACRISTANS OPENING AND CLOSING THE CHURCH

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Sacristan	Sacristan: unknown to Parish; does not understand / follow role description;	Physical, Emotional / Psychological, Sexual harm to the Sacristan	Recruitment and induction procedures followed according to Safeguarding policy	Low - Moderate	Nil if controls are in place
Opening and closing the church in preparation for Mass or to make the worship space available to the community	task being done alone; task being done always at the same set times of the day (e.g. potential assault by intruders)	Physical injury to the Sacristan	Priest and parish office staff know when the Sacristan carries out the role. Where possible the Sacristan should carry out the tasks when there is another person on the premises. Should this not be the case the Sacristan should enter the church and lock the door behind themselves for safety until closer to the commencement of Mass and thus the arrival of other parishioners Sacristan should carry a mobile phone to be used in case of emergency.	Low - Moderate	Nil if controls are in place

Appendix 19.10: RISK ASSESSMENT – SPECIAL MINISTERS OF COMMUNION TO THE SICK IN HOSPITALS OR ACCREDITED NURSING HOMES

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Special Ministers of Communion to the Sick	Special Minister of Communion: unknown to Parish; does not understand / follow role description; no background check e.g. does not have a Criminal History check or a Working with Children Card	Physical, Emotional / Psychological, Sexual harm	For example: Recruitment and induction procedures followed according to Safeguarding policy	Low	Nil if controls are in place
Visiting the facility	Minister entering the Facility unknown to the staff	Physical, Emotional / Psychological, Sexual harm	Thorough induction of Minister visiting Facilities. Ministers are to ensure that they sign in and follow all directions/ procedures of the particular Facility.	Low	Nil if controls are in place
	Ministers, alone, visit individual rooms of patients of opposite gender to themselves.	Physical, Emotional / Psychological, Sexual harm	Minister is to either take another minister (of opposite gender to themselves) or request a staff member to ask the patient if it is convenient for the Minister to visit at that time. The door to the room is left ajar.	Low - Moderate	Nil if controls are in place
	Physical environment of the facility unknown and therefore possible slips, trips or falls	Physical injury to the Special Minister	Coordinators of Special Ministers must ensure that they alert Ministry volunteers of the need to be aware of possible hazards in the environment they are visiting. If they become aware they must report these hazards to the appropriate person at the facility.	Low	Nil if controls are in place
Visiting the facility	The person being visited becomes more ill during the visit	Emotional / Psychological harm to the	Special Ministers training must include appropriate induction regarding the Facility's procedures	Low - Moderate	Nil if controls are in place

		Minister			
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Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require

Appendix 19.11: RISK ASSESSMENT – SPECIAL MINISTERS OF COMMUNION TO THE SICK IN PRIVATE HOMES

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Special Ministers of Communion to the Sick	Special Minister of Communion: unknown to Parish; does not understand / follow role description; no background check e.g. does not have a Criminal History check or a Positive Victorian Working with Children Card	Physical, Emotional / Psychological, Sexual harm	For example: Recruitment and induction procedures followed according to Safeguarding policy	Low	Nil if controls are in place
Visiting the person's home	Physical environment of the home unknown and therefore possible slips, trips or falls	Physical injury to the Special Minister	Coordinators of Special Ministers must ensure that they alert Ministry volunteers of the need to be aware of possible hazards in the environment they are visiting. If they become aware they must report these hazards to the Ministry Coordinator. The Coordinator must consult with the Parish Priest who must take appropriate action to reduce the risk for the Volunteers.	Low	Nil if controls are in place
	The person being visited becomes more ill during the visit	Medical help not immediately available	Special Ministers training includes following steps: Alert the primary in-house carer, if there is one; obtain medical help including phoning 000 if necessary	Low - Moderate	Nil if controls are in place

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Appendix 19.12: RISK ASSESSMENT – VOLUNTEER DRIVER TRANSPORT MINISTRY

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Volunteer Drivers	Volunteer Driver: unknown to Parish; does not honestly report driving history; has no Police Check; does not understand / follow role description; does not understand/use code of ethical behaviour	Physical, Emotional / Psychological, Sexual harm to other	Recruitment and induction procedures followed according to Safeguarding policy. The driver has a comprehensive understanding of the requirements of the role and Code of Ethical Behaviour.	Moderate – High	Nil if controls are in place
Having the person in their vehicle	Driver being alone with the person.	Physical, Emotional / Psychological, Sexual harm to other	Where possible have a second person in the vehicle.	Moderate	Nil if controls are in place
	Possible accident	Physical, Emotional / Psychological, Sexual harm to other	Only recruit drivers known to be conscientious drivers who abide by the road rules and who have an unblemished driving record. Require that drivers do not drink or have alcohol in the vehicle. Ensure that vehicles are roadworthy.	Low	Trainer to understand the specific needs of specific children within the group

Appendix 19.13: RISK ASSESSMENT – DEBUTANT BALL PREPARATION TRAINING (Example)

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Deb Ball Coordinator/Trainer	Deb Ball Coordinator/Trainer: unknown to Parish; not a Working with Children Card holder; does not understand / follow role description; does not understand/use positive behaviour management approach; does not understand/use code of ethical behaviour	Physical, Emotional / Psychological, Sexual harm to children	Recruitment and induction procedures followed according to Safeguarding policy	Low - Moderate	Nil if controls are in place
Gathering young people in the location	Young person wandering off from the group Young person slipping / tripping	Physical injury or young person	2 adults with the group (if only 1 adult ensure an additional adult i.e. parent is invited to sit with the group) Establish and communicate expectations for participation in Deb Ball Preparation	Low	Nil
	Non-compliant behaviour of a participant	Physical injury to volunteers/others Disruption of the activity	Establish group rules Offer a clear outline of the agenda for the practice session Assigning responsibilities to participants Use of positive behaviour specific feedback	Low – Moderate; depending on specific cohort	Coordinator/Trainer to understand the needs of the specific participants within the group
	Overly large number of young people in attendance	Physical injury or neglect of participants	Maintain a manageable leader/participant ratio – e.g. 1:20, and invite extra adults if necessary	Low	If necessary invite a parent to assist

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Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Impact of session physical environment of Deb Ball practice					
	Chairs stacked in unsafe manner	Physical injury to a person	No more than 5 per stack Facing towards the wall	Low	Nil
	Electrical equipment including power points and cords	Physical injury to a person	Residual current device should be fitted to power supply of building Annual checking of electrical equipment including cords		
	Food allergies	Physical injury to a person	Ensure if food is being served that you are aware of any people who suffer food allergies and make alternative arrangements to ensure inclusion.		
	Safe food handling	Physical injury to a person	Follow safe food handling principles		

Appendix 19.14: RISK ASSESSMENT – MINISTRY OF CONSOLATION

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Ministers of Consolation	Minister of Consolation: unknown to Parish; does not understand / follow role description; personality or motivation is unsuitable to this sensitive ministry no background check e.g. does not have a Criminal History check or a Positive Victorian Working with Children Check	Physical, Emotional / Psychological, Sexual harm	For example: Recruitment and induction procedures followed according to Safeguarding policy Careful selection to ensure a 'good match' for this role. Careful induction and training for the role	Low	Nil if controls are in place
Visiting the person's home	Physical environment of the home unknown and therefore possible slips, trips or falls	Physical injury to the Minister of Consolation	Coordinator of Ministers of Consolation must ensure that they alert Ministry volunteers of the need to be aware of possible hazards in the environment they are visiting. If they become aware they must report these hazards to the Ministry Coordinator. The Coordinator must consult with the Parish Priest who must take appropriate action to reduce the risk for the Volunteers.	Low	Nil if controls are in place
	The person being visited becomes ill during the visit	Medical help not immediately available	Minister of Consolation training includes following steps: Alert the primary in-house carer, if there	Low - Moderate	Nil if controls are in place

			is one; obtain medical help including phoning 000 if necessary		
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Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Visiting the person's home	Minister of Consolation is asked to purchase supplies (e.g. milk, bread) for person being visited and is asked to take cash from the house	Minister of Consolation may be accused of misappropriation of money	Ministers of Consolation training includes following steps: Training in Archdiocesan Code of Ethical Behaviour in relation to this specific ministry Adherence to the set roster for visiting unless alternative time of visits are approved Proper record keeping (e.g. ensure diary is kept of date, time of purchase) Ministry Coordinator/Parish Office must be made aware of transactions carried out on behalf of the person	Low - Moderate	Nil if controls are in place

Appendix 19.15: RISK ASSESSMENT – YOUTH GROUP REGULAR ACTIVITY

Location: <<please fill in according to your context>>

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Recruitment and induction of Youth Group leaders	Youth Group leader/s: unknown to Parish; not a Working with Children Card holder; does not understand / follow role description; does not understand/use positive behaviour management approach; does not understand/use code of ethical behaviour	Physical, Emotional / Psychological, Sexual harm to children	Recruitment and induction procedures followed according to Safeguarding policy	Moderate – High	Nil if controls are in place
Gathering young people in the location	Young person wandering off from the group Young person slipping / tripping	Physical injury or young person	2 adults with the group (if only 1 adult ensure an additional adult i.e. parent is invited to sit with the group) Establish and communicate expectations for participation in Youth Group	Low	Nil
Youth Group activities session	Non-compliant behaviour of a participant	Physical injury to volunteers / other children Disruption of the activity	Establish group rules Provision of engaging material Assigning responsibilities to participants Use of positive behaviour specific feedback	Low – Moderate; depending on specific cohort	Youth Group leaders to understand the needs of the specific participants within the group
	Overly large number of young people in attendance	Physical injury or neglect of participants	Maintain a manageable leader/participant ratio – e.g. 1:20, and invite extra adults	Low	If necessary invite a parent to assist

			if necessary		

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Impact of Youth Group physical environment	Chairs stacked in unsafe manner	Physical injury to a person	No more than 5 per stack Facing towards the wall	Low	Nil
	Use of lit candles	Physical injury to a person Fire	Candles should be held within a safe stable container e.g. glass container No flammable items in close proximity Use long matches Lighting of candles to be well supervised by an adult Ensure candles are properly snuffed after use	Moderate	Consider using an alternate to a lit candle
	Use of stationery equipment e.g. scissors	Physical injury to a person	Establish behaviour expectations – if necessary Use round nosed scissors Careful supervision of young people		
	Electrical equipment including power points and cords	Physical injury to a person	Residual current device (circuit breaker) should be fitted to power supply of building Annual checking of electrical equipment including cords		
	Use of chemicals e.g. paints and glues	Physical injury to a person	Ensure chemicals paints and glues are for use by children and do not contain leads etc Material safety data sheets must be kept for all chemicals use on site These can be sourced from the manufacturer on line		
	Food allergies	Physical injury to a person	Ensure if food is being served that you are aware of any people who suffer food allergies and make alternative arrangements to ensure inclusion.		
	Safe food handling	Physical injury to a	Follow safe food handling principles		

		person			
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Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Toileting	If the facilities are located out of sight or away from where the group is meeting	Young person wandering away without letting the group leader know where they are going. Another unknown or unauthorized person at the toilet at the same time as the young person	Elements to consider: Location of toilet – put into place an appropriate practice to ensure supervision and safety of those using the facilities	Low – Moderate; depending upon the location of the facilities	Nil

NB: Where a Youth Group is to engage in a specific activity e.g. a retreat; a separate risk assessment must be completed and acted upon prior to the event.

Appendix 19.16: RISK ASSESSMENT – EASTER VIGIL CEREMONY OF LIGHT

Location: <<please fill in according to your context>>

The Easter Vigil, which is the climax of the Triduum, begins outside after dark with people gathering around a bonfire. The church is in darkness until after the new paschal candle has been carried through the church and placed in its stand.

In Victoria each local government region has specific requirements around the lighting of fires and may impose hefty fines for breaches. You should check these with your specific local government authority and follow their guidelines.

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
Lighting large fire for Easter Vigil Ceremony of Light	Preparing the fire space Manual Handling of the fire pit and the combustible materials	Physical injury to person/s setting the fire	It is recommended that a purchased fire pit be used in order to contain the fire in a safe way. Use appropriate manual handling techniques including equipment such as trolleys and sharing the load with another person	Medium	Nil if controls are in place
	Building the fire Burns Manual handling Other people too close to the fire	Physical injury	Have one experienced person assigned to supervise the building of the fire materials. Only prepare the fire on Easter Saturday. Use only clean and dry non-toxic combustible materials. Non-flammable gloves are recommended along with eye protection.	Low - Medium	Nil if controls are in place
	Lighting the fire Burns Explosion of flammable liquids	Physical injury	Have one experienced person designated to be responsible for the building and lighting of the fire. Use kindling to light the fire DO NOT USE AN ACCELERANT. Use long matches to reduce the risk of fingers being burnt.	Low - Medium	Nil if controls are in place

			Wear gloves and eye protection.		
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Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Levels	Further Action Require
	Risk of fire spreading Burns Embers in eyes Clothing catching fire Damage to property	Physical injury	Supervise the fire while it is alight Have appropriate fire fighting equipment close by including fire blanket, fire extinguisher, and hose. Ensure that people remain a safe distance from the fire pit. This may be indicated with a rope cordon (on the ground) or similar device.	Low - Medium	Nil if controls are in place
	Injury to others after the fire ritual Burns Embers in eyes Clothing catching fire Damage to property	Physical injury	Supervise fire whilst alight. Reduce to embers at end of ritual Provide buckets of water and fire extinguishers.	Low - Medium	Nil if controls are in place
	Slips, trips or falls upon entering the church in darkness	Physical injury	Ensure that the entry path into the church is clear of any hazards. Have anyone who may have difficulty seeing in the reduced light accompanied by another parishioner.	Low - Medium	Nil if controls are in place
	Injury because of burns from candles being carried by members of the congregation. Burns Clothing catching fire	Physical injury	Have individual candles inserted into a reusable candle cups to protect people and property from flame and dripping wax. Remind people to walk a safe distance from others so that clothing does not catch light. Extinguish individual candles as soon as possible after the Easter Proclamation (Exsultet) to ensure safety of people and property. Ensure that fire extinguishers are available within the church.	Low - medium	Nil if controls are in place

Appendix 19.17: RISK ASSESSMENT – BAPTISM PREPARATION

Program/Activity/Event Baptism Preparation						Action plan			
Risk description: what could go wrong?	Risk controls: what is currently in place?	How effective are controls rating	Consequence rating	Likely rating	Level of risk	Risk treatment actions	Resources required	Date Finished	Accountability
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Development of a child safety code of conduct Strategies developed to embed culture of child safety	Effective	Major	Unlikely	Medium	Inductions of all volunteers which includes signing child safety code of conduct prior to commencement of volunteering.	A copy of the child safety code of conduct		Office/Admin staff Parish Priest
Team members: not of ethical character Recruitment of an inappropriate person	Team members recommended by parish priest Pre-volunteer Engagement with children online reference check includes asking about child safety.	Effective	Major	Possible	High	Inductions of all volunteers which includes signing child safety code of conduct prior to commencement of volunteering			Office/Admin staff Parish Priest

Volunteer does not have a Working with Children Card holder;	All volunteers to provide the parish office with a current working with children check	Effective	Moderate	Unlikely	Medium	Parish to complete a volunteers register listing all volunteers WWC Check			Office/Admin staff Parish Priest
Inappropriate behaviour is not reported and addressed	Child safety code of conduct, Clear child safety reporting procedures Performance management procedures	Acceptable	Minor	unlikely	High	Child safety officer to regularly update policies and oversee practices are in place			Child Safety Officer
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Acceptable	Moderate	Possible	Low	Parental consent form obtained, parents to attending sessions, no individual one on one online meeting with students. Review the parish Child Safety Code of Conduct to ensure it contains a section on Engagement with children online.	Development of parental consent form. Update child safety policy		Child Safety Officer

Physical injury to volunteers/other children Disruption of the teaching session	Established group rules and expectations of behaviour e.g. children are not to leave the space without permission from an adult Assigning 1 adult leader to sit in close proximity to noncompliant child/ren Provision of engaging material Use of positive behaviour specific feedback (e.g. great sitting up, good listening)	Effective	Minor	Unlikely	Medium	Volunteers to attend professional learning on behavior management strategies.			Child Safety Officer
Overly large number of children in attendance	The number of children attending Sacramental sessions is limited	Effective	Minor	unlikely	Low	Child safety officer to determine the maximum number of students that are allowed to attend Baptism Preparations at any one time.			Child Safety Officer
Physical injury to a person from a candle	Candles should be held within a safe stable container e.g. glass container	Effective	Moderate	unlikely	Low	Complete a safety audit of candles and candle			Baptism Sacramental Preparation Team

	No flammable items in close proximity Use long matches Lighting of candles to be well supervised by an adult Ensure candles are properly snuffed after use.					equipment used during sacramental sessions. Purchase of containers for candles if required.			
Physical injury to a person from the misuse of stationary equipment.	Use round nosed scissors Careful supervision of children Teach appropriate technique for use of and handing scissors to others	Effective	Minor	unlikely	Low	Remove any unsafe stationary equipment and store in locked cupboard when not in use.			Baptism Sacramental Preparation Team
Electrical equipment including power points and cords	Residual current device (circuit breaker) should be fitted to power supply of building. Annual checking of electrical equipment including cords	Needs improvement	Moderate	unlikely	Medium	Regular Tag and Testing			Office/Admin staff
Use of chemicals e.g. paints and glues	Ensure chemicals paints and glues are for use by children and do not contain leads etc. Material safety data sheets must be kept for all chemicals use on site.	Needs improvement	Minor	Possible	Low	Develop a Chemical Safety Register			Office/Admin staff

	These can be sourced from the manufacturer on line								
Toileting	Elements to consider: Location of toilet Parents toilet the child prior to Sacramental Preparation training session. Send children to the toilet in pairs the.	Acceptable	Moderate	Possible	Low	Review the parish Child Safety Code of Conduct to ensure it contains a section on toileting			

Submitted 15 September 2021 by Rudi Vail

Appendix 20: IDENTIFICATION OF TRAINING NEEDS

Sample Questionnaire

Who needs to be trained?	What training do they need?	How do we meet this need? (You may be able to join with other Church organisations or providers to reduce costs or access training.)	Priority High = 4 Low = 1	Resources / costs	Comments - Quality of the training? Contacts for future training? Other...

Appendix 21: GENERAL/REGULAR ACTIVITIES CHECKLIST

Parish: Our Lady of Lourdes Parish, Bayswater

Activity Checklist for: _____ **To be held:** _____

Task to be undertaken	Y	N	NA
<p>Induction to activity: Make clear the expectations of activity Make clear expectation of behaviour of children and young people Make clear expectation of parents Contacts for emergencies are provided Allow time for questions and answers Make clear the health and safety issues, for example, health & hygiene, safe use of equipment, safeguarding children practices Obtain all required permissions Collect all information on individual needs of children and young people for example, allergies, medication and illnesses.</p>			
<p>Drop off and pick up: Ensure the set procedure of drop off and pickup of children and young people is known. Establish clear parameters for early arrivals and late pickups by parents / carers. Ensure the procedure for children making their way to and from activity independently is known and enacted. Ensure the protocols for parental delay (or no show), in pickup, are known by the parents.</p>			
<p>Location: Is location appropriate for activity? Is line-of sight ensured for adults working with children? Is first aid equipment available? If transport required has it been organised? Is it appropriate to needs? Are strategies known for accounting for all children to and from activity location Is water, sun protection and shade availability?</p>			
<p>Equipment: Have age and capabilities of children and young people considered? Has equipment been tested for safety and appropriateness? Is there sufficient equipment for the number of participants? Has instruction been provided to all participants for safe use of</p>			

equipment?			
<p>Supervision: Has training appropriate to the activities been conducted? Are all supervisors familiar with Safeguarding Children as well as WHS policies? Is there an adequate ration of Supervisors to children considering numbers, age and type of activity? Are rights and responsibilities are clear to everybody concerned? Is the spread of supervision is appropriate to the activity and location?</p>			
<p>Surrounding Environment: How close is the activity to roads, waterways and dangerous obstacles? Does everyone concerned know the location of toilets, taps & drinking fountains? Are there any concealed areas where children or others people may be out of sight? Are shade and shelter available? Is there a designated area for spectators so that there is no confusion in regard to who are the participants and supervisors?</p>			
Responsibilities	Name		
Who is responsible for checking site before its use to verify its safety regarding the above indicators of safety?			
Who will bring equipment and check sufficiency, safety and working order?			
Who will set up equipment and other resources necessary for the activity?			
Who will deliver the actual activity?			
Who are the person/s designated for end of day issues - pack up equipment; wait for parents; return keys etc.?			

This checklist was completed by: _____

Signature: _____ **Date:** ____/____/____

Appendix 22: SPECIAL EVENTS CHECKLIST

Completed by:	Position	Date:	
		Yes	No
1. Have you considered the features of the proposed event, which will contribute positively to the wellbeing, and development of the children and young people in your care?			
Please list:			
Comment:			
2. Have all the necessary approvals been obtained from the Parish Priest/Administrator or Agency Manager?			
3. Are the insurance policies adequate to cover the risks within this event?			
4. Have you evaluated risks that might be associated with this activity and is the risk assessment documentation on file?			
5. Has an individual or group been assigned the responsibility of overseeing the organisational and risk management elements of this event?			
6. Has all required training and/or instruction been carried out?			
7. Has comprehensive information to parents or carers been provided so that they can make a well-informed decision about whether they want their children to attend?			
Purpose? Provider? Expected benefits? Timeframe? Costs?			
Comment:			
8. Have forms for written permissions been received from parents? Do these include contact details and health/medical issues of the child?			
9. Have you prepared procedures, strategies and the environment to minimize those risks?			
Comment:			
10. Does the event organiser have Safeguarding Children and Vulnerable Adults and Work Health and Safety policies and procedures and a Code of Ethical Behaviour and is s/he confident about following these?			
Comment on 9 & 10:			

11. Is the location for the event secure for those participating in the event?		
Comment:		
12. Does the environment meet obligations for safeguarding children and general Work Health and Safety?		
Comment:		
13. Have the implementation of the policies and procedures relating to alcohol and illegal drugs been considered?		
Comment:		
14. Have all of the above elements been appropriately documented?		

Reference: Introduction to Risk Management for school camps and excursions. Catholic Church Insurance

Appendix 24: PHOTOGRAPHIC/MEDIA CONSENT FORM

INFORMATION

I hereby consent to the collection and use of my personal images by photography or video recording.

I acknowledge these may be used on the Our Lady of Lourdes Bayswater website, in newsletters and publications as well as distributed to members.

I further acknowledge that the Parish, for promotions in the future, may use my image.

I understand that no personal information, such as names, will be used in any publications unless express consent is given.

I also understand that my consent can be withdrawn at anytime in writing to the Parish office at **25 Orange Grove, Bayswater VIC 3153**.

CONSENT FORM

I _____ (name of person giving consent and name of parent/guardian if under 18 years of age), consent to the use of photographs or video footage for use on the Our Lady of Lourdes Bayswater website, in newsletters and publications as well as for distribution to members.

Consent to photographs or video footage being used to promote future events by the Parish.

I further understand that this consent may be withdrawn by me at anytime, upon written notice to the Parish office.

I give this consent voluntarily.

Signature of person giving consent Signature of parent/guardian < 18

Date _____ .

Please note that this information will be stored in a secure place in the Parish Office. This form will only be kept by the Parish Office for this specific purpose. This information will remain confidential. For more information on our Privacy Policy please see <<insert location here e.g. parish website>>

Appendix 25: ROLE AND NAME LABELS TEMPLATE

The name badges are to be worn when undertaking activities on behalf of or for the Parish or while on Parish property.

The aim of the badges is to allow visitors and members of the Parish to easily identify Ministry Members

Format to be determined – suggestion below (to be discussed)



ROLE TITLE

PERSON'S NAME



OFFICIAL PHOTOGRAPHER

PERSON'S NAME



**LOCAL SAFEGUARDING
REPRESENTATIVE**

PERSON'S NAME

Appendix 26: SAFEGUARDING REPORTING PROCEDURE

Reporting of known or suspected harm of a child (or vulnerable adult) is mandatory under:

- **Failure to Protect Offence 2015**
https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/a9/431cfe3d9/failure_to_protect_betrayal_of_trust_factsheet_2017.pdf
- **Failure to Disclose Offence 2014**
https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure_to_disclose_betrayal_of_trust_factsheet_2017.pdf

If a concern about harm arises about a child or vulnerable adult or a complaint is made about the behaviour of Church personnel or volunteer:

1. The recipient of the information is to immediately report the incident to the authorities. This can be done via:
 - a. Triple Zero (**000**) for a child in immediate danger.
 - b. **Australian Federal Police:**
<https://www.afp.gov.au/what-we-do/crime-types/child-protection>
AFP Switchboard (Phone) 02-6131-3000
 - c. **Crimestoppers** 1800-333-000
 - d. Local Police at **Boronia Police Station** 03-9760-6600

The recipient should also inform his/her supervisor. If the complaint is about the supervisor, inform the next senior person.

2. The recipient must contact the Professional Standards Unit about any suspected abuse. They are a unit within the Catholic Archdiocese of Melbourne who promote and handle safeguarding issues. They will guide the recipient. Their office operates from Monday to Friday from 9am-5pm.

Phone: (03) 9926 5621
Email: professional.standards@cam.org.au
3. Assistance for employees and/or volunteers who have been involved with disclosure and suspicion or allegation of harm please contact the parish office for assistance.
4. In the instance of sexual assault report the incident to the police.
5. The Professional Standards Unit may provide the recipient with documentation. The recipient optionally may also find it helpful to record details using the Safeguarding Recording Form [Appendix 11](#). When handling that form, the recipient must be mindful of confidentiality and the sharing of information with appropriate people.

The guiding principle is that the safety of the child is always the most important consideration.

The benefit of the doubt always lies with the one making the disclosure.

Any allegation or concern regarding the abuse of a child should be treated seriously. Detailed guidance on how to manage disclosure of suspected or alleged harm/abuse can be found in the Safeguarding Children and Vulnerable Adults Policy document in the [WHAT TO DO IN THE CASE OF INCIDENTS/CONCERNS OF ABUSE OR HARM, DISCLOSURE AND MANAGEMENT OF HARM AND ABUSE](#) section.

Whether a child protection concern involves a person in the Church or not, it is still the responsibility of everyone in the Church (and its agencies) to make a report to ensure that children and vulnerable adults who may need help and protection are not left at risk of abuse.

Appendix 27: SAFEGUARDING REPORTING FORM

Receiving a disclosure and recording the information is an important step in supporting the child, young person or vulnerable adult.

The information may well form evidence and should be completed by a person who has undertaken training in receiving disclosures. This might be the Parish Priest, person in a supervisory role or a Local Safeguarding Representative.

Generally this form would be completed following the disclosure conversation, not during.

The Police and Professional Standards Unit may want their own documentation to be used rather than this form. This form is optional. It may help someone reporting abuse to organise their report.

Professional Standards Unit

Phone: (03) 9926 5621

Email: professionalstandards@cam.org.au

Parish Safeguarding Representatives are:

Michael Anderson 0458 016 450

1. About the disclosure/concern

Date of disclosure/concern _____

Time of disclosure/concern _____

How was information received? Telephone / Letter / Email / In person

(Attach any written information to this form)

2. Details of person making disclosure/raising concern

Name _____

Address _____

Telephone _____

Mobile _____

Email _____

Relationship to child or alleged victim _____

3. Details of the alleged victim

Name _____
DOB _____
Address _____

Telephone: _____
Mobile _____
Ethnic origin _____
Language (Is interpreter/signer needed?) _____
Disability _____
Special needs _____
Parish / Order (if applicable) _____

4. Parent/ Carer details (where appropriate)

Name _____
Address (if different from above) _____

Telephone _____
Mobile _____
Is the parent/carer aware of the allegation, suspicion or complaint? Yes/ No

5. Details of alleged perpetrator

Name _____
Address _____

Tel _____
Mobile _____
Relationship to child/victim (parent/Priest/teacher etc) _____
Position in Church/ Order _____
Address at time of incident(s) _____

Current contact with children if known (for example, sits on board of governors of school,
runs youth activities etc) _____

Any additional information _____

6. Details of concern, allegation or complaint

(Include dates/times and location the incident(s) occurred, witnesses, if known. Does the victim know this referral is being made?) _____

7. Action taken

Has the matter been referred to the police? Yes/ No

If yes: Date _____

Time _____

If no explain why _____

To whom was it referred?

Name _____

Position _____

Address _____

Telephone _____

Email _____

Has the matter been referred to a member of the Church? Yes / No

If yes: Date _____

Time _____

If no explain why _____

To whom was it referred?

Name _____

Position _____

Address _____

Telephone _____

Email _____

8. Next Steps

What actions were agreed upon and by whom when the matter was referred to civil/Church authority?

Are there any immediate child protection concerns? If so, please record what they are and state what actions have been taken by whom to address them:

Date form sent _____

9. Details of person completing the form

Name: _____

Tel _____ Mobile _____

Email _____

Position in Church _____

Parish/Order _____

Form completed by:

Date _____ Time _____

Signed: _____

Print Name: _____

(A copy must be retained by the recipient of the disclosure and filed in a secure location.

The Police and/or Professional Standards Unit may request a copy of this form.

If not requested, the recipient may provide a copy of this form to the Police and/or Professional Standards Unit if they choose.)

Appendix 28: CONTACT NUMBERS

If you have any questions or suggestions about the resource documents, you can refer to:

- Safeguarding Children and Vulnerable Adults Prevention and Protection Policy
- Our Lady of Lourdes Catholic Church Bayswater



Our Lady Of Lourdes Church Bayswater

25 Orange Grove, Bayswater, VIC 3153

Phone: 03 97292622 Fax: 03 97298101

Email: bayswater@cam.org.au

- For general safeguarding questions please contact Professional Standards Unit, a Safeguarding unit within the Catholic Archdiocese of Melbourne

Their office operates from Monday to Friday from 9am-5pm.

Phone: (03) 9926 5621

Email: professional.standards@cam.org.au