

Dear Volunteer,

You may be aware from our recent notices in both the Parish newsletter and on our website, that we are asking all our volunteers to agree to our Protection of Children and Young People policies, to obtain a Working With Children Card, and in some cases, obtain a Police Check. These are all requirements imposed on us that we willingly participate in as we endeavor to ensure that our Parish safeguards the safety and wellbeing of children and young people.

It must be said, however, that all volunteers, no matter how small the task, are the lifeblood of the Parish and we cannot quantify how important you are. For this reason we want to offer you every support we can in order to fulfill these requirements. If you are having difficulty obtaining these documents, completing them or do not have access to a computer or smart phone in order to apply, we are happy to help.

As it is prudent to always have a team of two to assist you, it is necessary that you make an appointment at a time convenient to you where some members of the Safeguarding Team can assist you. If you would like an appointment, please talk to Fr Vittorio directly to arrange a time.

It is also best to let you know at the outset, that all volunteers, regardless of the tasks undertaken will need to do some training with the Parish/Archdiocese on the safeguarding of Children and Young People. Although relatively infrequent and only short, it is best to provide you with complete information whilst you are deciding how much you would like to assist the Parish with your volunteer efforts:

*The **Safeguarding Essentials Online Training** is a 30 minute training module for clergy, employees and volunteers within the Catholic Archdiocese of Melbourne. The purpose of this training aims to provide our clergy, employees and volunteers with foundational knowledge that will support them to undertake their role with a clear understanding of their duty of care and expectations with regard to safeguarding children, young people and vulnerable persons from all forms of abuse and harm.*

*This will be an annual requirement for everyone and can be completed individually online. Parishes may also select to conduct training sessions in small groups themselves, delivering this narrated module. At the completion of the training, participants will receive a certificate of completion. The parish will also receive notification that the module has been completed successfully. For those parishes who are choosing to deliver this training module themselves, records will be maintained for attendance and completion by the parish.*

That being said, we hope that these requirements will not deter you. Your work is of infinite value and we want to do all that we can to assist you to continue!

## **Summary of Documents required as soon as possible**

### ***For all volunteers:***

- Read the Safeguarding Children and Young People Code of Conduct
- Read and sign the Safeguarding Children and Young People Declaration
- Obtain a Working With Children Card

### ***Additional Requirements for some volunteers***

- Police Check
- Complete Safeguarding Children and Young People Training

Copies of documents and links to obtain a working with children card and/or Police Check are on the Parish Website. Paper copies are also available in the church narthex.

Many thanks for your invaluable cooperation in making our Parish a safe environment for all.

Blessings!

Fr Vittorio Ricciardi PP