

Child Safeguarding & Volunteer Agreement

As a volunteer at St Thomas More Parish, you have a responsibility to be familiar with and comply with the Code of Conduct and all policies or procedures relating to child safety.

To ensure St Thomas More Parish's compliance with our obligations, we ask that you acknowledge your understanding of these responsibilities and indicate your willingness to comply with the Code of Conduct. This will involve your agreement to the following expectations. Please tick (✓) the boxes below and sign to indicate your agreement.

Thank you.

- I have read and understood the 'Responsibilities of St Thomas More Parish Personnel (Responsibilities of St Thomas More Parish Organisation)
- I have read and agreed to abide by the 'Safeguarding Children & Young People Policy'.
- I have read and agreed to abide by the 'Reporting Abuse or Safety-Related Misconduct' flow chart.
- I have read and agreed to abide by the 'Safeguarding Children and Young People Code of Conduct' by signing the 'Safeguarding Children and Young People Code of Conduct Declaration Form'.
- I agree to obtain a Working with Children's Check that nominates St Thomas More Parish as an organisation for whom I volunteer. Some volunteer positions at St Thomas More Parish will also require a Police Check eg. Counting Teams and Leadership Roles.
- I agree to participate in any Safeguarding Children and Young People Training offered.

Signed:

Name (please print):

Date:

Responsibilities of St Thomas More Parish Personnel (Employees & Volunteers)

St Thomas More Parish Employees and Volunteers have a responsibility to:

- Prior to commencing with St Thomas More Parish be approved by the Parish Priest in consultation with the Parish Pastoral Leadership Team. They may be required to undertake an interview, orientation and training. As part of the selection and recruitment process, volunteers and employees may also be asked for referee checks;
- Undertake induction training as required;
- Be familiar with and comply with the 'Safeguarding Children & Young People Policy' and the 'Safeguarding Children and Young People Code of Conduct' and any other policies or procedures relating to child safety including assisting in the provision of a child-safe environment for children and monitoring and supporting the wellbeing of children in their care;
- Work on tasks suitable to their skills and experience;
- Behave in an ethical manner;
- Keep matters confidential, including those relating to children, except where legislative or child safety obligations dictate otherwise;
- Exercise pastoral care in a manner which reflects Catholic values;
- Comply with occupational health and safety policies and practices;
- Maintain a Working with Children Check and Police Check where required;
- In addition to the above, for a person or persons responsible for coordinating, running, leading, or organising a group and/or group meetings/functions/events in the name of St Thomas More Parish or associated with St Thomas More Parish:
 1. The person or persons must be:
 - a. Active parishioner/s at St Thomas More Parish and attend Mass regularly unless there are special circumstances and the Parish Priest agrees otherwise in consultation with the Parish Pastoral Leadership Team; and
 - b. approved by the Parish Priest in consultation with the Parish Pastoral Leadership Team.
 2. Consultation with the Parish Priest about the group/proposed group, the purpose and activities of the group and the intended meetings/functions/events of the group, etc is required and the Parish Priest will ultimately determine the appropriateness of any group, meetings/functions/events and how or if they are will operate.
 3. Prior to any group meeting/function/event being arranged on a particular day, the proposed date and time for the meeting/function/event must be provided to the Parish Secretary who in consultation with the Parish Priest will be able to advise if the meeting/function/event can be accommodated on that particular day and time.