



Volunteers Requirements at Mansfield Catholic Parish

Processes & Procedures

- Expression of Interest forms (Available at the parish office/churches).
- Hand over the completed forms to the parish office.
- Volunteer Referee Check (VRC) form will be given to the applicant.
- Return the completed VRC form to the parish office which will be verified.
- Selected Volunteers Sign a Code of Conduct (to be done annually).
- All volunteers need a Working with Children Check (WWCC). If they already have one, they update it by adding the parish and request that a copy be sent to the parish.
- Police Check.
- For Volunteers below 18 years of age a parental consent letter is necessary
- An appointment letter with Role Description and process for Reporting Abuse or Safety Related Misconduct and will be given to the volunteer.
- Induction of Volunteers and Training (periodic).
- Risk Assessments to be carried out as and when necessary.
- Yearly review of Safety Policies by Safeguarding Committee (or when necessary)