**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)