



Catholic Diocese of
TOOWOOMBA

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS RESOURCE DOCUMENTS



15 December 2014



SAFEGUARDS 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/Ministry.			
The safe recruitment and selection checklist have been considered and applied to recruitment processes. Records kept as appropriate			
Task descriptions for employee/volunteer roles involving children have been developed, implemented and recorded on file.			
Volunteer Application/Declaration forms have been used and kept on file for new volunteers			
References for the applicant/s have been checked.			
Suggested Interview questions have been incorporated into the interview process for all employees and volunteers.			
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 provided a copy of the Volunteers Handbook and trained in relevant policies including Safeguarding Children and the Vulnerable and WHS.			
Each volunteer is noted on our Volunteer Register database with all fields completed.			

Employees and volunteers have a Positive Notice to Work with Children Check (blue card) and the coordinator/supervisor is aware of appropriate procedures in relation to starting work			
Annual checking of blue card compliance is diary noted for action.			
Code of Ethical Behaviour:			
Each employee and volunteer is aware of <i>Integrity in Service of the Church</i> . Copy sighted for workers reference purposes. (A resource document of principles and standards for lay workers in the Catholic Church in Australia).			
Each employee and volunteer has received a copy of the Diocese's Code of Ethical Behaviour and has signed a copy indicating their understanding. This copy is kept on file.			
Each employee and volunteer is aware of and implements the Diocese's Code of Ethical Behaviour.			
Safe Activities for Children:			
Risk assessment strategies are implemented and followed through			
Employees and volunteers know and understand the Incident Recording Form and the Reporting Procedure/Flowchart			

This audit completed by: NAME: _____ DATE: _____

Signature: _____



VOLUNTEER TASK DESCRIPTION

[Appendix 2.1](#)

LOCAL SAFEGUARDS REPRESENTATIVE (CHILDREN AND THE VULNERABLE)

<p>The Diocese of Toowoomba has implemented standards of conduct for voluntary church workers to maintain a safe 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 (0 - 18 years) and the vulnerable.</p>	
VOLUNTEER TITLE:	Local Safeguards Representative
AGENCY/PARISH:	
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No. of hours/week: <input type="checkbox"/> Regular hours <input type="checkbox"/> Varying hours
VOLUNTEER REPORTS TO:	Position: Parish Priest/Priest Director/Pastoral Leader and collaborates with Executive Officer Professional Standards Name of incumbent:
WRITTEN BY:	Position: _____ Person: _____
DATES:	Date written: ____/____/____ Due for review ____/____/____
<p>MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE</p> <p>Responsible for making sure that the parish/agency is aware of the importance of safeguarding children and the vulnerable; promoting safe practice including what is appropriate and inappropriate behaviour; and with their Parish Priest/Pastoral Leader assisting in the administration of the Diocese's Safeguarding Children and the Vulnerable Policy.</p> <p>When volunteers are appointed the Local Safeguarding Children Representative also may be involved in their training dealing with situations where children are present and in what to do if they are concerned about a particular situation or person.</p>	

KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES

Assigning all or some of these tasks is at the discretion of the Parish Priest/Priest Director.

TASKS	Outputs / Expectations
Maintain the parish's register of volunteers.	Keep up to date records of volunteers including Blue Card register and training appropriate to their volunteer roles.
Meet with coordinators of various groups to ensure that all elements of the Safeguarding Children Policy are known and are being implemented.	Annual meeting with this group with meeting notes recorded and filed.
Arrange for necessary training of volunteers.	Ensure that all volunteers are appropriately trained in Safeguarding Children and the Vulnerable, Volunteer and, WHS policies associated with their volunteer tasks.
Participate in Parish Pastoral Council(PPC) Meetings	The PPC will understand Parish Safeguarding Representative's role and the Diocese's Safeguarding Children and Vulnerable Adults Policy.
Communicate with the wider parish regarding safeguarding concerns.	Take advantage of parish newsletter/bulletin to remind parishioners including parents of safeguarding practices and contacts should they have concerns.
Facilitate training in safeguarding policy and practices	Collaborate with Executive Officer Professional Standards and/or Diocese's Workplace Health and Safety Officer to provide training as required of appropriate groups within the parish/deanery.

Incumbent Requirements: Holder of a Positive Notice Blue Card as well as verified references which vouch for this person's suitability to hold the role of Local Safeguarding Representative.

Competencies: Administrative ability, effective interpersonal communication skills, computer skills.

Knowledge / Qualifications: Knowledge of and/or an ability to gain an understanding of the Diocese's Safeguarding Children and the Vulnerable, Volunteer and WHS policies.

Work Experience: Experience in office administration, education and training an advantage.

Personal Qualifications/Attributes/Traits/Capabilities: Resilient, compassionate, understanding, confidential, maintains professional boundaries, is approachable to children, young people and adults.

Challenges for a volunteer in undertaking these tasks: S/he must be able to retain personal confidences; retain the ability to act in an objective manner and not over-react to a reported situation; and manage disclosures in accordance with the Diocese's policy.

VERIFICATION / AUTHORISATION

Approved by: _____

(Position/ Title)

(Name)

TO BE SIGNED BY THE ROLE HOLDER:

I have read and understand this task description.

I have received copies of and had the following policies and code explained to me and I understand expectations of me and others in this regard:

- ☐ Workplace Health and Safety;
- ☐ Volunteer Handbook;
- ☐ Diocese's Safeguarding Children and the Vulnerable Policy, Procedures and Resource Documents ; and
- ☐ Code of Ethical Behaviour.

Name: _____

Signature: _____ Date: _____



VOLUNTEER TASK DESCRIPTION
CHILDREN'S LITURGY OF THE WORD LEADER

[Appendix 2.2](#)

The Diocese of Toowoomba 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 (0 - 18 years).

VOLUNTEER TITLE:	LWC Leader		
AGENCY/PARISH:			
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No. of hours/week: <input type="checkbox"/> Regular hours <input type="checkbox"/> Varying hours		
VOLUNTEER REPORTS TO:	PARISH PRIEST/PRIEST DIRECTOR or NOMINEE Name of incumbent:		
WRITTEN BY:	Position:	Person:	
DATES:	Date written: ____/____/____		Due for review ____/____/____
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE Working in a team of at least two, where practicable, lead children's groups in the celebration of Liturgy of the Word that is appropriate to their level of understanding. This is conducted separately from the gathered assembly.			

KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES	
TASKS	Expectations
<p>To provide a warm, welcoming, peace-filled spiritual experience of the Liturgy of the Word that is relevant, participatory and meaningful to children.</p> <p>To celebrate the Liturgy of the Word, the ritual and prayers with the children in a manner that is accessible to them. The LWC is ritual-centered on the proclamation and breaking open of the scriptures.</p> <p>The children do what the rest of the community is doing at this point of the Mass. They listen to the scriptures proclaimed and applied to contemporary life and respond in various ways. It is an experience of prayer, of dialogue with God.</p>	<p>That the LWC leader will be prepared for the specific set of readings of the day and that children are given opportunities for full, relevant and authentic participation in the Liturgy.</p> <p>That, where possible, the Lectionary for Masses with Children is the source used for the scripture being proclaimed during LWC.</p> <p>Adhere to the Principles for Celebrating Children's Liturgy of the Word as endorsed by Liturgical Commission Diocese of Toowoomba.</p> <p>LWC is not a de facto babysitting service.</p> <p>LWC is not the appropriate vehicle for Sacramental Preparation</p>
<p>This role will comply with the Diocese's Work Health and Safety Policies and Procedures,</p> <p>Volunteer handbook</p> <p>Safeguarding Children and the Vulnerable policy; and</p> <p>Code of Ethical Behaviour.</p> <p>These policies mandate behaviours that are not to be downplayed.</p> <p>It includes setting appropriate boundaries and implementing practices which safeguard children.</p>	<p>Incumbents will receive copies or will be provided access to the Diocese's :</p> <p>Workplace Health and Safety Policy,</p> <p>Volunteer Handbook</p> <p>Diocese's Safeguarding Children and the Vulnerable policy; and</p> <p>Code of Ethical Behaviour.</p> <p>Before taking up this role the volunteer will read the policies and sign that s/he understands and agree to these expectations.</p> <p>Wherever possible a Parish or a Diocesan representative will 'walk through' the policies with the person and ensure that understanding is signed off.</p>

INCUMBENT REQUIREMENTS

Competencies:

- ⇒ 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 use appropriate, non-discriminatory language.

Knowledge / Qualifications:

- ⇒ theological knowledge – qualifications an advantage;
- ⇒ knowledge of Toowoomba Diocese's Liturgical Commission's Guidelines or preferred approach for conduct of Children's Liturgy of the Word;
- ⇒ ability to interpret the scripture message and apply it to the daily life of children in a positive and encouraging manner;
- ⇒ knowledge and application of appropriate behaviour management strategies for children.

Work Experience:

- ⇒ prior experience in roles which require effective communication skills across a range of audiences;
- ⇒ work involving theological understanding and interpretation may enhance this role;
- ⇒ parenting, teaching, child care experience may enhance this role.

Personal Qualifications/Attributes/Traits/Capabilities:

- ⇒ a passion for passing on the Catholic Faith to children;
- ⇒ knowledge of Liturgy of the Word and the liturgical year;
- ⇒ the ability to interpret scriptures theologically in a way that is relevant and understood by children;
- ⇒ time to commit to preparation of LWC and a regular roster for a period negotiated with the Parish Priest or nominee;
- ⇒ the ability to follow the principles for Celebrating Children's Liturgy of the Word;
- ⇒ the ability to source appropriate resource to enhance LWC sessions;
- ⇒ time management in relation to preparation of materials and set up of the liturgy space.

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Being clear as to the purpose of LWC and conveying this to parents and the parish community.

Dealing with and managing unexpected or challenging children's behavior in an appropriate manner.

Sourcing appropriate and sufficient resources for the LWC.

VERIFICATION / AUTHORISATION

Approved by: _____

(Position/ Title)

(Name)

Date: _____

TO BE SIGNED BY THE ROLE HOLDER:

I have read and I understand this task description

I have received copies of and had the following policies and code explained to me and I understand the Diocese's expectations associated with:

- ☐ Workplace Health & Safety;
- ☐ Volunteer Handbook;
- ☐ Safeguarding Children and the Vulnerable Policy; and
- ☐ Code of Behaviour.

Name: _____

Signature: _____ Date: _____



VOLUNTEER TASK DESCRIPTION
SACRAMENTAL TEAM COORDINATOR

[Appendix2.3](#)

The Diocese of Toowoomba has implemented standards of conduct for voluntary church workers to maintain a safe 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 (0-18years) and the vulnerable.

VOLUNTEER TITLE:	Sacramental Team Coordinator		
AGENCY/PARISH:			
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No. of hours/week: <input type="checkbox"/> Regular hours <input type="checkbox"/> Varying hours		
VOLUNTEER REPORTS TO:	PARISH PRIEST/PRIEST DIRECTOR/PASTORAL LEADER Name of Incumbent:		
WRITTEN BY:	Position:	Person:	
DATES:	Date written: ____/____/____ Due for review ____/____/____		
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE / PRIMARY OBJECTIVE This role, under the guidance and direction of the Parish Priest/Priest Director, works to implement the Diocese's 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
<p>Prepare the team with appropriate training and materials for the particular Sacrament being celebrated.</p>	<p>Ensure that volunteers have been appropriately recruited and vetted for this role in accordance with Diocese's Safeguarding Children and Vulnerable Adults 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 Bishop for the celebration liturgy (where necessary)</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, 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 the Diocese's policy and/or expectations associated with:</p> <ul style="list-style-type: none"> ⇒ Sacramental Preparation/celebration, ⇒ Work Health and Safety, ⇒ Volunteer Handbook, ⇒ Safeguarding Children and the Vulnerable policy; and ⇒ Code of Ethical Behaviour <p>including setting appropriate boundaries and implementing practices which safeguard children.</p>	<p>Incumbents will receive copies of the Diocese's policy/guidelines :</p> <ul style="list-style-type: none"> ⇒ Sacramental Preparation ⇒ Workplace Health and Safety, ⇒ Volunteer Handbook, ⇒ Safeguarding Children and the Vulnerable policy; and ⇒ Code of Ethical Behaviour <p>Before taking up this role the volunteer will read the policies and sign that s/he understands and agree to these expectations.</p> <p>Wherever possible a parish or a Diocesan 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"> ⇒ strong team and leadership skills based upon Servant Leadership principles; ⇒ ability to appropriately participate with the Parish Priest/Priest Director/Pastoral Leader 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. <p><u>Knowledge / Qualifications:</u></p> <ul style="list-style-type: none"> ⇒ completion of theological studies highly desirable (for example, Cert IV in Christian Ministry and Theology) ⇒ understanding of and/or an ability to understand Diocesan policies including Safeguarding Children and the Vulnerable, WHS, Volunteer Handbook, Sacramental Preparation; ⇒ knowledge and practice of appropriate behaviour management strategies for children. <p><u>Work Experience:</u></p> <ul style="list-style-type: none"> ⇒ Demonstration of proven team leadership skills; ⇒ Successful experience in roles requiring effective communication skills across a range of audiences; ⇒ Teaching and/or child care experience is desirable 	

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; step families.

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 make best use of their particular charism/s and talents and to form a cohesive, effective 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/Priest Director.

Manage family demands that arise (e.g., from separated families) and 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/Director if necessary.

VERIFICATION / AUTHORISATION

Approved by: _____
(Position/ Title) (Name)

TO BE SIGNED BY THE ROLE HOLDER:

I have read and understand this task description.

I have received copies of and had the following explained to me and understand the Diocese's expectations associated with:

- ☐ Work Health and Safety;
- ☐ Volunteer Handbook;
- ☐ Safeguarding Children and the Vulnerable policy; and
- ☐ Code of Ethical Behaviour.

Name: _____

Signature: _____ Date: _____



SACRAMENTAL TEAM MEMBER

The Diocese of Toowoomba 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 (0 - 18 years) and the vulnerable.

VOLUNTEER TITLE:	Sacramental Team Member		
AGENCY/PARISH:			
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No of hours/week: <input type="checkbox"/> Regular hours <input type="checkbox"/> Varying hours		
VOLUNTEER REPORTS TO:	Parish Priest/Director and/or Sacramental Team Leader Name of incumbent:		
WRITTEN BY:	Position:	Person:	
DATES:	Date written: ___/___/___ Due for review ___/___/___ (at least annual)		
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE / PRIMARY OBJECTIVE This role, under the guidance and direction of the Parish Priest/Priest Director and/or the Sacramental Team Leader, supports the implementation of the Diocese's Sacramental Policy in this parish, by working directly with children and their families preparing to celebrate 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. 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.		Establish a warm and welcoming atmosphere for the children and families preparing to celebrate the Sacraments of Initiation. 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.	

<p>This role will comply with the Diocese's policies and/or guidelines associated with:</p> <ul style="list-style-type: none"> ⇒ Sacramental Programs ⇒ Workplace Health and Safety, ⇒ Volunteer Handbook and ⇒ Safeguarding Children and the Vulnerable policy; and ⇒ Code of Ethical Behaviour <p>including setting appropriate boundaries and implementing practices which safeguard children.</p>	<p>Incumbents will receive copies of the Diocese's guidelines and/or policies for:</p> <ul style="list-style-type: none"> ⇒ Sacramental Programs ⇒ Workplace Health and Safety, ⇒ Volunteer Handbook and ⇒ Safeguarding Children and the Vulnerable policy; 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. Wherever possible a Parish or Diocesan 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"> ⇒ Well-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 relevant 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; ⇒ experience in parenting, teaching, child care highly desirable; <p><u>Personal Qualifications / Attributes / Traits / Capabilities:</u></p> <ul style="list-style-type: none"> ⇒ 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; ⇒ respect for the range of family circumstances within the community, for example, inter-faith families; single parent families; step families; ⇒ time to commit to the sacramental preparation program for a period negotiated with the Parish Priest/Priest Director/ 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.

Manage family demands that arise (e.g., from separated families) and 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/Director if necessary.

VERIFICATION / AUTHORISATION

Approved by: _____
(Position/ Title) (Name)

TO BE SIGNED BY THE ROLE HOLDER:

I have read and understand this task description

I have received copies of and had the following policies and code explained to me and understand the expectations:

- ☐ Work Health and Safety;
- ☐ Volunteer;
- ☐ Safeguarding Children and the Vulnerable; and
- ☐ Code of Behaviour.

Name: _____

Signature: _____ Date: _____



VOLUNTEER TASK DESCRIPTION

[Appendix2.5](#)

ALTAR SERVERS TRAINER

The Diocese of Toowoomba 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 (0 - 18 years) and the vulnerable.

VOLUNTEER TITLE:	Altar Servers Trainer		
AGENCY/PARISH:			
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No. of hours/week: <input type="checkbox"/> Regular hours <input type="checkbox"/> Varying hours		
VOLUNTEER REPORTS TO:	Position: Parish Priest/Priest Director or his nominee Name of incumbent:		
WRITTEN BY:	Position:	Person:	
DATES:	Date written: ___/___/___		Due for review ___/___/___
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		Outputs / 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 the Vulnerable, Code of Ethical Behaviour as required by the Diocese/Parish; Able to hold a Positive Notice Blue Card; Awareness and application of WHS in the Parish/Church premises.			

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.

VERIFICATION / AUTHORISATION

Approved by: _____
(Position/ Title) (Name)

TO BE SIGNED BY THE ROLE HOLDER:

I have read and I understand this task description

I have received copies of and had the following explained to me and I understand the Diocese's /Parish expectations:

- ☐ Workplace Health and Safety;
- ☐ Volunteer Handbook;
- ☐ Safeguarding Children and the Vulnerable; and
- ☐ Code of Ethical Behaviour.

Name: _____

Signature: _____ Date: _____



VOLUNTEER TASK DESCRIPTION
STATE SCHOOL RELIGIOUS INSTRUCTION CATECHIST

[Appendix 2.6](#)

The Diocese of Toowoomba has implemented standards of conduct for voluntary church workers to maintain a safe 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 (0 - 18 years) and the vulnerable.

VOLUNTEER TITLE:	State School Religious Instruction Catechist		
AGENCY/PARISH:			
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No of hours/week: <input type="checkbox"/> Regular hours <input type="checkbox"/> Varying hours		
VOLUNTEER REPORTS TO:	Position: Parish Priest/Priest Director or his nominee Name of incumbent:		
WRITTEN BY:	Position:	Person:	
DATES:	Date written: ____/____/____ Due for review ____/____/____		
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE / PRIMARY OBJECTIVE This role provides religious education, in accordance with an authorised program, to children in primary and secondary state schools. Section 27 of Education (General Provisions) Regulation 2006 Queensland refers.			
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES			
TASKS		Outputs / Expectations	
Teaching the approved program to classes of 30 minutes		Children will be engaged with the activities provided. Children will develop an increasing knowledge of scripture stories.	
INCUMBENT REQUIREMENTS:			

Competencies:

- ⇒ good communication skills using appropriate language for the context and audience;
- ⇒ ability to appropriately manage young children's behaviour and to maintain personal boundaries,
- ⇒ an ability to make scripture relevant and engaging for children and young people.

Knowledge / Qualifications:

- ⇒ knowledge of Scripture; knowledge of the authorised program;
- ⇒ understanding and application of Student Protection and Code Of Conduct as required by State Schools; have a Positive Notice blue card;
- ⇒ awareness and application of WHS in the classroom.

Work Experience:

- ⇒ experience related to a child care or a school situation instructing, teaching or leading group discussions;
- ⇒ handling customer/client questions or concerns.

Personal Qualifications / Attributes / Traits / Capabilities:

- ⇒ Committed member of the Catholic Faith, patient, approachable nature, interest in passing on the knowledge of scripture.

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Knowledge, understanding and application of the prescribed program. Managing behaviour of students in the classroom. Engaging children in the material being taught.

VERIFICATION/AUTHORISATION

Approved by: _____
(Position/ Title) (Name)

TO BE SIGNED BY THE ROLE HOLDER:

I have read and understand this task description.

I have received copies of and had the following explained to me and understand the Diocese's/Parish expectations:

- ☐ Workplace Health and Safety;
- ☐ Volunteer Handbook;
- ☐ Safeguarding Children and the Vulnerable policy; and
- ☐ Code of Ethical Behaviour.

Name: _____

Signature: _____ Date: _____



VOLUNTEER TASK DESCRIPTION

YOUTH MINISTRY WORKER

[Appendix 2.7](#)

The Diocese of Toowoomba 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 (under 18 years of age).

VOLUNTEER TITLE:	Youth Ministry Worker		
AGENCY/PARISH:			
DIRECTORATE/ SERVICE:			
LOCATION:			
VOLUNTEER TENURE:	<input type="checkbox"/> Days per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday No of Hours/Week: <input type="checkbox"/> Regular Hours <input type="checkbox"/> Varying Hours		
VOLUNTEER REPORTS TO:	Position: PARISH PRIEST/PRIEST DIRECTOR; Parish Pastoral Council Name of Incumbent:		
WRITTEN BY:	Position:	Person:	
DATES:	Date Written: __/__/__	Due for Review __/__/__	
MAIN PURPOSE / OBJECTIVE OF VOLUNTEER'S ROLE / PRIMARY OBJECTIVE			
This role under the guidance and direction of the Parish Priest/Priest Director, works to provide guidance and assistance to the parish community in responding to, planning and delivering programs/activities that meet the needs of the community's young people.			
KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES			
TASKS		Outputs / 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		Regular attendance at Mass; Plan dates for youth activities, advertise, liaise with and form suitable leaders and parent supporters.	

<p>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;</p> <p>Ensure that youth ministry is integrated into the parish community;</p> <p>Coordinate social justice and outreach activities e.g. Mini Vinnie's;</p> <p>Attend youth ministry team meetings;</p> <p>Provide a monthly report to the Parish Pastoral Council(PPC) and attend the PPC meeting when required</p> <p>Propose an annual budget for youth ministry;</p> <p>Monitor and account for all expenditure</p> <p>Implement Diocesan policy and/or guidelines for Safeguarding Children and the Vulnerable</p> <p>Implement safety measures for self and others as per Diocesan Policies and Guidelines.</p> <p>Attend appropriate in-service training and seek mentoring and/or support of Diocesan staff as appropriate.</p> <p>Any other duties requested.</p>	<p>Plan for formation opportunities for young adults and for the youth liturgy team engaging qualified speakers as necessary</p> <p>A financial report is to be submitted to the 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 blue cards are to be kept and ready for annual audit.</p> <p>Risk Assessments and maintenance of risk registers for all youth activities maintained and reviewed annually. Ensuring the Safety of all within the parish/agency environment.</p>
<p>INCUMBENT REQUIREMENTS:</p> <p>Competencies:</p> <ul style="list-style-type: none"> ⇒ 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 Driver's licence and have access to an insured vehicle; ⇒ Possess a current Positive Notice Working with Children Blue Card or the ability to obtain one within a short period of time. <p>Knowledge / Qualifications:</p> <ul style="list-style-type: none"> ⇒ 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 <p>Work Experience:</p>	

- ⇒ Prior experience in roles which require effective communication skills across a range of audiences;
- ⇒ Parenting, teaching or child care experience is highly desirable;
- ⇒ Good organisational and time management skills.

Personal Qualifications / Attributes / Traits / Capabilities:

- ⇒ Patient, warm and approachable nature;
- ⇒ Ability to work as part of a team;
- ⇒ Preparedness to work flexible hours
- ⇒ Committed member of the Catholic faith

CHALLENGES FOR VOLUNTEER IN UNDERTAKING THESE TASKS

Management of competing demands/priorities

VERIFICATION / AUTHORISATION

Name: _____

Signature: _____

Date:...../...../.....

Approved by: _____
(Position/ Title) (Name)



The Diocese of Toowoomba has implemented standards of conduct for voluntary church workers to maintain a safe ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry with the potential for direct and regular involvement with children

VOLUNTEER APPLICATION/DECLARATION FORM [APPENDIX 2.8](#)

PRIVATE AND CONFIDENTIAL

INSTRUCTIONS: PLEASE COMPLETE ON APPLICATION OR BEFORE STARTING WORK

Last Name:		First Name:	
Address:			
Home Phone:		Mobile:	
Email:		Date of birth:	
Emergency contact:		Relationship:	
Contact phone(s):			
List any skills, training, work experience or hobbies that you could bring to your volunteering role:			
Describe any present or previous volunteer work/organisation you are or have been involved in:			
Do you hold professional or trade qualifications/certificates which may be of benefit in your Volunteer role?			
Please tick the Volunteer opportunity(ies) you would like to participate in:			
Clerical/Administration	Fundraising/Money Collection/Counting	Building/Grounds Maintenance	
Community Events	Transport Driver	Pastoral Ministry work	
Please indicate pastoral or ministry area of interest:			
Please tick the days and insert the times when you would be available to volunteer:			
Monday		Tuesday	
Wednesday		Thursday	
Friday		Saturday	
Sunday			

<p>If the need arose, are you agreeable to undertaking a police check or obtaining a positive notice blue card? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you a criminal conviction that might debar you from a position of trust? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>NB: It is an offence to apply for a blue card if disqualified under Qld. state law.</p>
<p>If volunteering to drive others :</p> <p>Do you have a current drivers licence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is your vehicle roadworthy an insured? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been the subject of disciplinary procedures or been asked to leave your place of employment or voluntary activity on account of inappropriate behaviour towards a child or a vulnerable adult? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please nominate two persons who know you and who could be referees (and who are not related to you) along with their contact numbers:</p> <p>Name: _____ Ph.: _____</p> <p>Name: _____ Ph.: _____</p>
<p>I certify the above details are correct as of today's date and that you rely on their accuracy in taking up my offer of work on a voluntary basis. I understand that you do appreciate my offer to work on a volunteer basis and that you reserve the right not to employ me. In the event of submitting any false or misleading information, I also understand that my employment as a volunteer may be terminated.</p> <p>I also agree that as a volunteer I agree to maintain the confidentiality of information concerning the personal and /or business affairs of parishioners, members of the public, the Parish and/or the Diocese; and, immediately advise you in the event of any change in my personal circumstances as described in the application form above.</p>
<p>Signature: _____ Date:/...../.....</p>



INTERVIEW QUESTIONS

Safeguarding Children and the Vulnerable cannot rely on base assumptions or hearsay.

An interview provides the opportunity to discuss and assess the applicant's values, their motivation, abilities, experience and suitability. Examples of Safeguarding Children questions you could ask:

- ⇒ Tell us about any experiences that have been difficult for you when working with children and young people? How did you handle them?
- ⇒ Tell us how you respond to aggression or young people who are especially challenging?
- ⇒ Tell us how you go about responding to a young person who raises sexual matters with you?
- ⇒ How would you respond to a young person who tells you that s/he is being abused?
- ⇒ What would you do if a young person started sending you text messages unrelated to your ministry activity or work?

REFERENCE: ***Safeguarding Children***. Standards and guidance document for the Catholic Church in Ireland. September 2008

Additional questions suggested by the Commission for Children and Young People in their Working with Children kit:

- ⇒ This Parish/Agency is committed to ensuring that the behaviour of all employees towards children and young people 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. For example, tell us how you would ensure the privacy of a child or young person in changing rooms?
- ⇒ Think of an experience you have had with a child or young person 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?

Also, when exploring a person's past work experience:

- ⇒ We noticed there is a gap in your experience between these two periods. Can you tell us what you were doing at that time?
- ⇒ Can you supply a referee from the last employer you were working with before this gap period?

HIGH RISK INDICATORS –

CHECKLIST WHEN CONSIDERING YOUTH MINISTRY WORKER APPLICANTS

- ☐ Application has gaps in dates for employment, education or residence.
- ☐ Application includes conflicting or incorrect information.
- ☐ Application has omitted or provided incomplete information.
- ☐ The applicant has a history of instability either at work or in home situations.
- ☐ The applicant provides vague reasons for leaving previous jobs/locations.
- ☐ The applicant is unwilling to use former supervisors for reference purposes.
- ☐ The applicant appears overeducated or overqualified for this or other positions with children.
- ☐ The applicant is moving to a lesser-paying job because of a preference to work with children.
- ☐ A pattern of work and/or volunteer positions with the same type of children/youth.
- ☐ The work pattern shows themes of problems with authority.
- ☐ The applicant describes children/youth as helpless, vulnerable or perfect



VOLUNTEER ENGAGEMENT LETTER

(Insert date)

(Insert name)

(Insert address)

Dear (insert name)

We are delighted that you are able to assist (insert name of Parish/Agency/Service) with (name of ministry/area of work) from (insert first engagement date). In this role, these activities will be coordinated and/or supervised by (insert name or person/position).

I acknowledge that your involvement is purely voluntary and you may end your participation at any time for any reason. In so doing, our approach is to develop a working relationship that respects the human dignity of everyone as well as mutual rights and responsibilities.

In serving the needs of our community, together, we need to ensure that we comply with our various mutual responsibilities. I would like to take this opportunity to clarify and confirm our expectations of a volunteer worker. These include the need to:

- ☐ Comply with our approved policies, procedures and practices and familiarise yourself with your various duties and responsibilities as discussed with you (and/or as outlined in the position description);
- ☐ Undertake relevant training and/or formation development activities associated with this role;
- ☐ Conduct yourself in a manner that supports our Catholic values, the mission of the Church and adherence to our Code of Ethical Behaviour;
- ☐ Maintain the confidentiality of information that you are made aware of in your capacity as a volunteer concerning the personal or business affairs of a parishioner, a member of the public, the Parish or the Diocese unless required by law to disclose such information;
- ☐ On cessation of your employment as a volunteer, you will need to return all documents, records or property in your possession at that time; and
- ☐ Before working with children or young people you must agree to participate in a screening process and successfully obtain a Government Public Safety Business Agency Blue Card Positive Notice.

Please note that volunteers who work with children and/or the vulnerable are obliged to maintain and hold a suitable current positive notice card/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. Dependent on our circumstances, (insert name of Parish/Agency/Service) must reserve the right to vary and/or end your participation.

Finally, 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 (insert the Name of the Parish/Agency/Service) with receipts.

If you have any concerns or questions about any of these matters, please contact (insert contact name) on telephone (insert telephone number).

On a final note, let me take this opportunity to reassure you that we appreciate your interest in volunteering in what I can only describe as a very rewarding work environment. We look forward to working with you.

Yours sincerely

(Name)

(Position)



VOLUNTEER INDUCTION CHECKLIST

Outline of Parish/Agency/Volunteer's duties and responsibilities

- ☐ The ministry work undertaken by the parish/agency;
- ☐ Volunteer's duties, tasks and responsibilities;
- ☐ Who coordinates and/or supervises the role;
- ☐ Contacts (internal and external);
- ☐ Training and skills required;
- ☐ Hours of Work/Roster arrangements
- ☐ Personal use of drugs, alcohol and smoking while at work
- ☐ Provide Safeguarding Children and the Vulnerable Policy
- ☐ Insurance coverage for volunteers
- ☐ Location of amenities and facilities
- ☐ Local procedure for claiming any work related expenses
- ☐ Notice required of separation and/or completion of voluntary activities

Local Workplace Health and Safety Measures

- ☐ Fire emergency procedure
- ☐ First aid/accident arrangements
- ☐ Physical Security arrangements
- ☐ Details of Local Safeguarding Representative

Other

- ☐ Outline Mission, Catholic Values, Code of Ethical Behaviour
- ☐ Opportunities for spiritual formation/growth;
- ☐ How to deal with/address/maintain confidential details of parishioners, clergy, clients and other employees

Start Date: _____ Completed on: _____

Volunteer's signature: _____ Supervisor's signature: _____

NB: Parish Priests / Priest Directors/ Ministry Coordinators / Supervisors/Paris Secretary need to record and/or retain the following:

- ☐ Signed Volunteer Application Form
- ☐ Copy of Letter of Engagement
- ☐ Confirm the need for criminal background check and/or working with children check
- ☐ Diocese advised of new volunteer's details for CCI ELearning training (e.g, Child Safety)



WHO NEEDS A BLUE CARD AND WHO IS DISQUALIFIED FROM HOLDING A CARD?

People seeking to work with children and young people must hold a blue card or an exemption card before commencing work if their work falls into a category of regulated business such as:

- Health counselling and support services
- Education, child care and similar services conducted outside of a school
- Religious workers/representatives (e.g., in youth ministry work areas)
- Child residential, hostel and/or accommodation services including home stays
- Sport and recreation activities
- Regulated business corporation executive officers and non-state schools directors of governing bodies and authorised persons.

Police Officers and registered teachers do not apply for blue cards but in certain circumstances need to apply for an exemption card.

A person is disqualified from applying for a blue card 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 Safeguarding Children (Offender Reporting) 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 blue card; or
- ⇒ is subject to a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003.

Further explanation may be found at:

<http://www.bluecard.qld.gov.au/index.html>



VOLUNTEER REGISTER

SURNAME	FIRST NAME	BLUE CARD REG'N. NO.	EXPIRY DATE	CONTACT PHONE NO.	OTHER



CODE OF ETHICAL BEHAVIOUR

*You have been told what the Lord requires of you:
To act justly, to love tenderly and to walk humbly with your God.
Micah 6:8*

*Clergy and Religious are bound by the standards for ethical behaviour as outlined in "Integrity in Ministry".
Employees and volunteers who work in agencies such as Catholic Education or Centacare Toowoomba should
refer to their particular Code of Conduct. Breaches of a Code of Conduct may result in disciplinary action being
taken, up to and including separation from employment.*

Personal inter relationships are the starting point of Christian life, ministry and service and are central to Catholic life. **To foster relationships designed to be collaborative, communicative and coordinated without intention to harm or allow harm to occur that I have approved this Code of Ethical Behaviour.** This Code clarifies and affirms the standards of behavior expected by the Bishop of Toowoomba and the Catholic Diocese of Toowoomba of their employees, volunteers and students on placement within the Diocese. They shall:

1. **Commit to justice and equity** by exhibiting the highest Christian ethical standards and personal integrity in their professional conduct.
2. **Uphold the dignity and right to respect of all people** 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 Queensland and 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 or not in a position of power or authority**, by not acting in an abusive or neglectful manner; and by sharing concerns about suspicious or inappropriate behaviour with the appropriate person in their management structure.
5. **Accept responsibility for the protection of children, young people and vulnerable adults** from all forms of abuse and harm by providing a professional work environment that is free from harassment; and following relevant policies and/or procedures.
6. **Maintain appropriate professional boundaries in all contact settings including virtual** by:
 - Demonstrating behaviour consistent with one's role and responsibilities;
 - Avoiding inappropriate emotional attachment;
 - Not engaging in relationships of a very personal or sexual nature;
 - Maintaining a proper distance between one's work and personal time activities;
 - Acting in a reasonable, open and transparent manner in those situations involving the giving and/or acceptance of gifts from children or the vulnerable or when entering into personal financial relationships or other transactions with such persons; and
 - Not disclosing personal information of a written, verbal, video and/or photographic nature in an inappropriate manner.

Most Rev Robert McGuckin DD MCL JCL
Bishop of Toowoomba
1 May 2015

I have read and understand this Code of Ethical Behaviour

Name: _____ Signature: _____
Date: _____



Photography/Video Particularly of Children and the Vulnerable Recommended Action Points

1. It is essential that the parish/ministry makes clear to all in attendance that taking a photograph can be construed as obtaining personal information and therefore should be treated as any other item of personal, confidential information.
2. Adherence to parish/agency privacy requirements is also an important safety measure.

For example, attendees at special occasions such as confirmation are to be encouraged to use sensitivity when taking photographs and to confirm with parents of children other than their own that they are comfortable to have their child included in photographs taken by someone other than their own family members.

There is evidence that in the past of information including photos posted on the internet or published in a magazine/newsletter being misappropriated for pornographic purposes and/or even used to target children, to locate them and to even groom them.

3. The questions to pose/consider if uncertain as to whether to allow photography/videos include:
 - ☐ *What is the reason for this photography?*
 - ☐ *What is reasonable in the circumstances?*
 - ☐ *Does the photographer have permission to take and use images of children?*
 - ☐ *Has the child or young person been asked how they may feel about the use of their image?*
 - ☐ *Have you provided enough information about the image so the parent/carer can give informed consent?*
 - ☐ *How will others interpret the image?*
 - ☐ *Does the use of the image exploit the person in any way?*
 - ☐ *Will you put the person at risk if you photograph them?*
 - ☐ *Who will see promotional material containing the image?*
4. Having determined to allow photographs or a video being taken a typical script to convey this information could be:

"We understand that you may wish to make a photographic or video record of this celebration. In so doing you are asked to exercise courtesy, sensitivity and common sense. We request that you confirm with other parents or carers before including them in your personal photographs. The images that you take should only be used as your own record of this event. Where photos contain persons not from your own immediate family or friends these should not be shared in any public forums such as social media."

5. Good Practices include:

- ☐ For formal photography/recording of a celebration for use by the parish/agency, permission to take images of children and/or others must be sought, signed off by parents/carers and kept on file. A Photographic & Media Consent Form is attached. Refer [Appendix 4.1](#)
- ☐ Refusal of consent should not in any way limit a person's participation in activities.
- ☐ Appoint one photographer who takes each child's photograph for a particular ritual (e.g., Confirmation). This person should hold a blue card and be reference checked prior to engagement. He/she should be provided with identification (ID) and this ID is to be worn for the duration of the ritual/event.
- ☐ Affirm for those present that photographs are to be taken only for the purpose of the event/ritual and that Privacy Laws apply to protect images of family and non-family participants.
- ☐ All photographs should be taken in a public setting.
- ☐ Images should be used for the intended outcomes.
- ☐ Ensure children and/or the vulnerable are appropriately dressed.
- ☐ Images should be carefully stored with consent attached or cross-referenced. Names, dates and other contextual information should also be stored.
- ☐ Images should only be passed to third parties for their use where this has been agreed as part of the consent process.
- ☐ Vulnerable individuals and children whose identity may require protection should not be photographed.

Photographic & Media Consent Form

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 website, in newsletters and publications as well as distributed to members.

I further acknowledge that my image may be used by the

Committee and media to promote in the future.

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 any time in writing to the

at

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

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 theCommittee and other media.

I further understand that this consent may be withdrawn by me at any time, upon written notice.

I give this consent voluntarily.

.....
Signature of person giving consent

.....
Signature of parent/guardian < 18

Date

RISK ASSESSMENT SHEET

Name of Parish/Agency: St Patrick's Cathedral Parish

Step 1

ACTIVITY: Gardens and Ground maintenance fun activity

Step 2**Potential risks with this activity**

Injury to children while gardening
Leaving child behind during lunch break
Children wandering away from group
Other public participants intruding and/or engaging with the group/individuals
Children eating something which disagrees with them

Step 3

Determine the level of each risk. Refer to risk calculator provided in these materials.

Risk	Level of Risk
Injury to child while gardening	High
Leaving child behind during lunch break	High
Children wandering away from the group	Extreme
Other public participants intruding on or engaging with the group/individuals	High
Children eating something which disagrees with them	Low

Step 4 Prioritise Risk>Identify Control Measures>Further action required

Prioritise risk	Current control measure	Further action required
Children wandering away from the group	Supervision of children Appropriate adult child ratio Clear expectations of behavior Appropriate adult child ratio at least 1:6	Identifying where children are and aren't allowed to go upon arrival at venue
Leaving child behind during lunch break	Supervision of children Roll call at lunch	Peer support within the group - buddies
Other public participants intruding on or engaging with the group/individuals	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	
Injury to child	Provide gloves. Protocol in the event of an injury to be explained to all participants/supervisors Confident weeders to instruct less confident children	A First Aid qualified person to be one of the supervisors equipped with "sting goes" Take first aid kit and mobile phone Take contact details of participants' parents
Children eating something which disagrees with them	Identify any children with allergies and ensure that they have their medication with them Careful supervision of these children	As above

Step 5**Transfer detail to Risk Management Plan/Register****Signature:** G. Thumb**Date:** 20/04/2014



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 Diocese/school training.)	Priority High = 4 Low = 1	Resources/ costs	Comments – Quality of the training? Contacts for future training? Other...



EVENTS/ACTIVITIES CHECKLIST

Parish/Agency: _____

Activity Checklist for: _____ **Date to be held:** _____

This checklist was completed by: _____

Signature: _____

Date: _____

Task to be undertaken	Y	N	NA
Induction to activity:			
Make clear the expectations associated with the activity			
Make clear the expectation of participants' behaviour			
Make clear the expectation of parents			
Contacts for emergencies are provided			
Allow time for questions and answers			
Make clear the health and safety issues, for example, health and hygiene, safe use of equipment, safeguarding children practices			
Obtain all required permissions			

Collect all information on individual needs of children and the vulnerable (for example, allergies, medication, illnesses)			
Drop off and pick up: Ensure the set procedure of drop off and pickup of participants is known Establish clear parameters for early arrivals and late pickups by parents/carers Ensure that the procedure for children and/or others making their way independently to and from activity is known and enacted Ensure that protocol for delay (or no show) in pickup routine is known by parents/carers			
Supervision: Has training appropriate to the activities been conducted? Is there an adequate ratio of supervisors to children and/or the vulnerable given the numbers involved, their age and type of activity? Are rights and responsibilities clear to everyone concerned?			

Is the spread of supervision appropriate to the activity and location?			
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 areas where children or others may be out of sight? Shade and shelter available? Is there a designated area for spectators so that there is no confusion in regard to who the participants are and who are supervisors?			
People Involved: 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 its sufficiency, safety and working order?			
Who will set up the 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 – packing up equipment; waiting for parents; returning keys etc.			

For special one-off events:

Tasks to be undertaken	Yes	No
1. Has an individual or group been assigned the responsibility of over sighting the organisation and risk management elements of this event?		
2. Are they conversant with Safeguarding Children and the Vulnerable policy and Work Health and Safety policies and procedures and a Code of Ethical Behaviour?		
3. Have you evaluated risks that might be associated with this activity and is the risk assessment documentation on file? Have all the necessary approvals been obtained from the Parish Priest/Priest Director or Ministry Coordinator?		
4. Have you prepared procedures, strategies and considered the environment to minimise those risks?		
5. 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?		
6. Have forms for written permissions been received from parents? Do these include contact details and health/medical issues of the child?		
7. Has all required training and/or instruction policies and procedures relating to alcohol and illegal drugs been carried out?		
8. Are the insurance policies adequate to cover the risks within this event?		
9. Have all of the above elements been appropriately documented? Do we have evidence of our conduct to ensure a safe environment?		

Reference:

Introduction to Risk Management for school camps and excursions. Catholic Church Insurance



SIGN IN/SIGN OUT REGISTER

Activity: _____

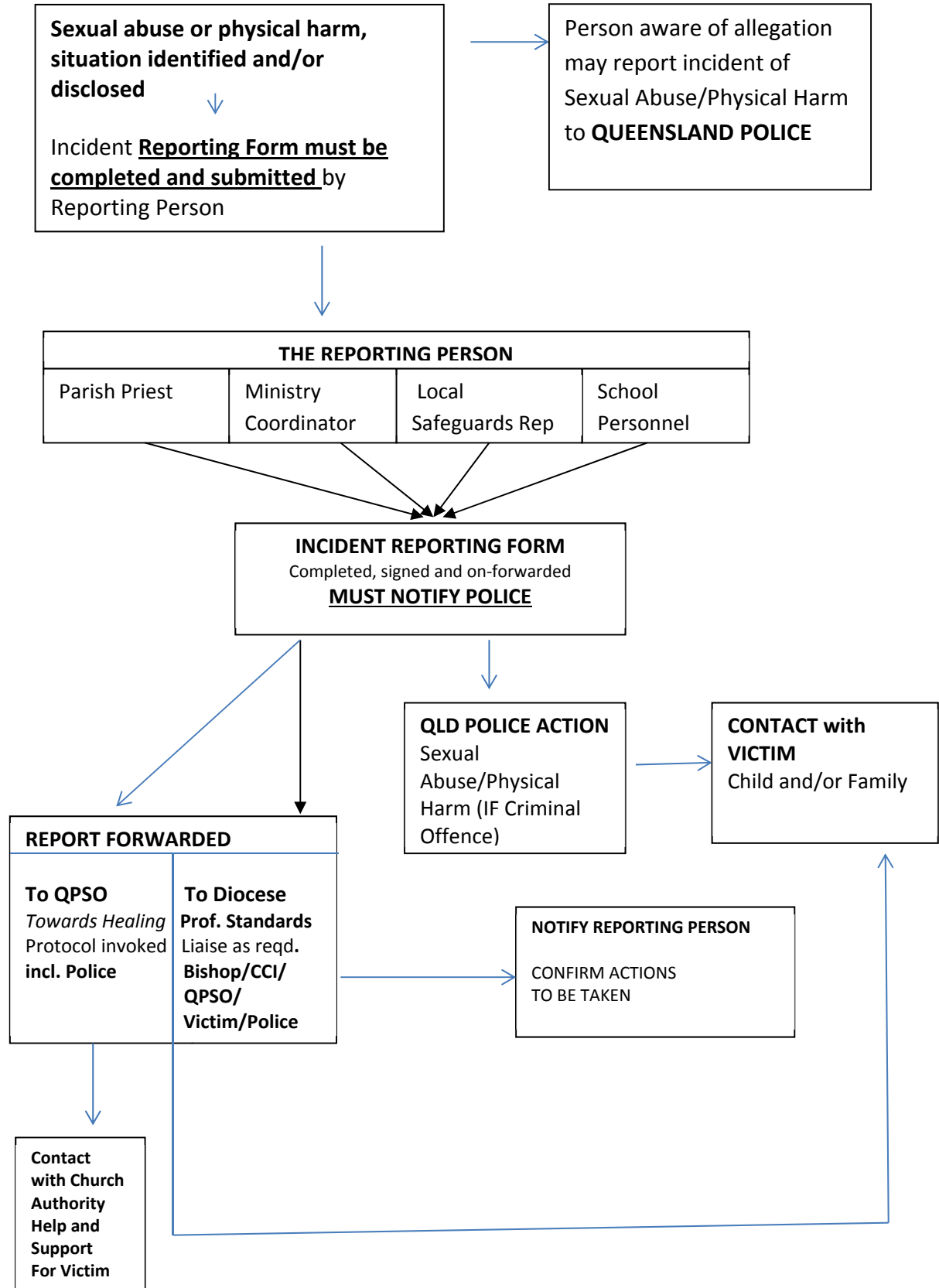
Team Leader/Supervisor: _____

SIGN IN					SIGN OUT			
Name of child	Time	Name parent/carer	Signature parent/carer	If not the person collecting, please tick here and advise the leader	Time collected	Name of person collecting	Signature of person collecting	Other comments/messages



Appendix 9

ACTION REQUIRED – IF/WHEN SEXUAL ABUSE and/or PHYSICAL HARM SITUATION ARISES



Note:

Reporting of known or suspected harm of a child or vulnerable adult is mandatory under the

Child Protection Reform Amendment Act 2014 Part 2 section 6.

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.



ACTION REQUIRED – FOR OTHER FORMS OF ABUSE/HARM

**Neglect, financial/emotional abuse
/harassment situation is disclosed**

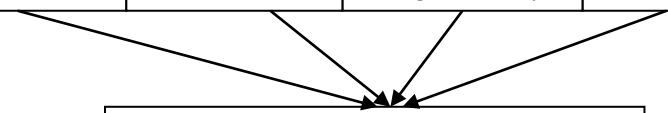
Reporting Person must

- LISTEN
- ACKNOWLEDGE CONCERNS
- COMPLETE REPORTING FORM
- INFORM THE DIOCESE
(PROFESSIONAL STANDARDS)

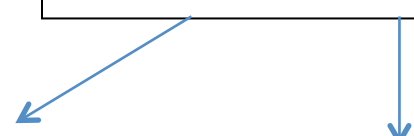
Person aware of allegation
may report incident (e.g.,
Dept. Communities, Child
Safety, Disability Services;
Adult Guardian; Police)



THE REPORTING PERSON			
Parish Priest	Ministry Coordinator	Local Safeguards Rep	School Personnel



INCIDENT REPORTING FORM
FORMS BASIS OF **DISCUSSION**
DISCERN COURSE OF ACTION
DIOCESE + REPORTING
ENTITY/PERSON TOGETHER



DIOCESE (PROF. STDS.)

VALIDATE

FORMAL
INVESTIGATION

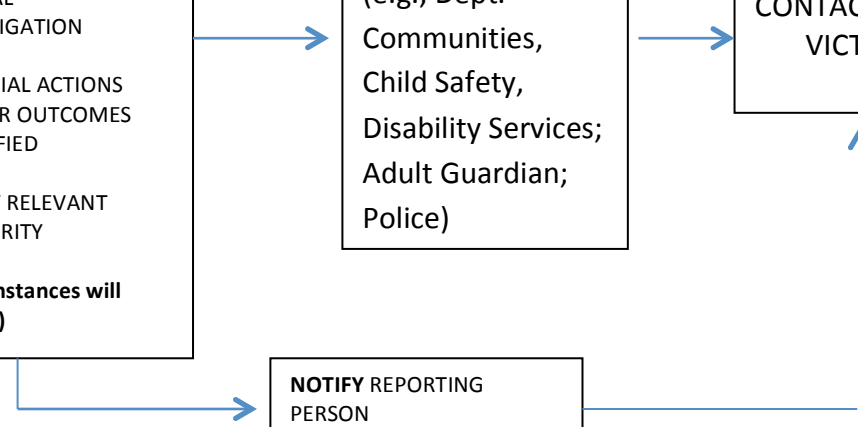
REMEDIAL ACTIONS
AND/OR OUTCOMES
IDENTIFIED
incl.
NOTIFY RELEVANT
AUTHORITY

(Circumstances will
dictate)

**AS REQUIRED
NOTIFY RELEVANT
AUTHORITY**
(e.g., Dept.
Communities,
Child Safety,
Disability Services;
Adult Guardian;
Police)

**CONTACT with
VICTIM**

**NOTIFY REPORTING
PERSON**
CONFIRM ACTIONS TAKEN
“FEEDBACK” as required





THE INCIDENT RECORDING FORM (BREACHING SAFEGUARDS)

Receiving a disclosure and recording the information is an important step in supporting a child or vulnerable person. The information should be completed by an appropriate person with training in receiving disclosures. This might be the Parish Priest, person in a supervisory role or a Local Safeguarding Representative.

This form normally would be completed following the disclosure conversation, not during.

If assistance required:

Director of Professional Standards

3336 9126 or 0408 029 024

Diocese's Executive Officer Professional Standards

07 46381379

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 _____

Tel _____

Mobile _____

Email _____

Relationship to child or alleged victim _____

3. Details of child or alleged victim

Name _____

DOB _____

Address _____

Tel _____

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) _____

Tel _____

Mobile _____

Is the parent/carers 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 child /victim know this referral is being made?)

7. Referral Action taken

Has the matter been referred to the police? No ☐ Yes ☐

If yes: Date _____ Time _____ By whom? _____

If *no* explain why _____

To whom was it referred to?

Name

Position _____

Address _____

Tel _____

Email _____

Has the matter been referred to a member of the Church? No ☐ Yes ☐

If yes: Date _____

Time _____

If no explain why _____

To whom was it referred?:

Position _____

Address _____

Tel _____ Email _____

8. Next Steps

What actions were agreed upon and by whom (e.g. this matter being 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:

Date _____ Time _____

Signed: _____

(A copy must be retained by the recipient of the disclosure and filed in a secure location, and a copy must be sent to the Safeguarding Representative and, as required, the police shall receive a copy of this record.)



CONTACT NUMBERS

Director of Professional Standards Qld. Office 3336 9126 or 0408 029 024

Police use your local area police station. Where immediate harm to the child is probable phone 000

Executive Officer Professional Standards Diocese of Toowoomba 07 4681379

Toowoomba Catholic Education Office Student Protection Officer 07 46371422

Catholic Diocese of Toowoomba Workplace Health and Safety Officer 07 46327589

Executive Director Centacare Toowoomba 1300 477 433

Office of Early Childhood Education and Care Phone 1800 637 711

Child Safety Services contact information

If you suspect a child is experiencing harm, contact Child Safety Services to [report suspected child abuse](#).

You can contact Child Safety Services through:

- ☐ a Regional Intake Service
- ☐ a Child Safety Service Centre
- ☐ The Child Safety After Hours Service Centre.

The contact point that you choose will depend upon the service you need, and the time you make contact with Child Safety Services.

Regional Intake Services

A [Regional Intake Service](#) is the contact point when you have concerns for a child and suspect that a child is being harmed or may be at risk of experiencing harm in the near future.

Trained child protection workers talk to you about your concerns for the child. They will record information you provide and gather other information that may be helpful to assess the situation. The worker will then decide the best way of responding to the information you have provided.

When you contact a [Regional Intake Service](#) to report your concerns, your details will be confidential and your identity, if provided, will be protected by law.

The Regional Intake Service receives information from community members, government and non-government agencies during business hours from 9am to 5pm, Monday to Friday.

Regional Intake Services	Phone number	Fax number
South East	1300 679 849	3884 8801
South West	1300 683 390	4616 1796
Far North Queensland	1300 684 062	4039 8320
North Queensland	1300 706 147	4799 7273
North Coast	1300 703 921	5420 9049
Brisbane	1300 682 254	3259 8771
Central Queensland	1300 703 762	4938 4697

Child Safety After Hours Service Centre

Outside of usual business hours, the Child Safety After Hours Service Centre:

- ⇒ provides a range of services to current clients of Child Safety Services;
- ⇒ is the contact point when you are concerned that a child has been harmed or may be at risk of harm;
- ⇒ provides support for foster and kinship carers.

Telephone: 07 3235 9999

Freecall: 1800 177 135 (Queensland only)

<http://www.communities.qld.gov.au/childsafety/about-us/contact-us>