



## **Safeguarding Frequently asked questions:**

### **1. What safeguarding processes are volunteers required to follow?**

*In addition to volunteers being subject to the referee checks, safety checking and police vetting process (see: Safety Checking and Police Vetting Practice on CDA website), there are two other key steps which must be followed:*

*A Volunteer Agreement is completed where possible in advance of the person being asked to sign the agreement, the person should be directed to where they can find a copy of the Church's Safeguarding Policy. (see: Safeguarding Policy on CDA website)*

*The Code of Conduct is read, understood and signed by the person.*

*The volunteer must also complete the Introduction to Safeguarding workshop, offered by the diocese. Ideally, she/he should attend this before commencing their role or be booked into the next available session at the time of completing the Volunteer Agreement.*

*Police vetting results are then entered into the entity's data base, including a note for renewal within three years if the volunteer remains in the role.*

### **2. Who is required to complete Police vetting?**

*Police vetting is required for persons who are working face to face with children, youth, elderly or vulnerable adults in their capacity as a volunteer. The exception is if you are a registered schoolteacher or social worker, all you need to do is show proof of your professional registration.*

### **3. Some ask if they have been police vetted previously by another organisation why cant we use that?**

*Unfortunately, due to the privacy act CDA are unable to request the results of someone's police vetting from another organisation*

*Please see email from Police below.*

"It is Police Vetting Service policy that vetting results cannot be shared to third parties. The results may only be released to the Agency that has requested the vetting and that Agency may provide a copy of that result to the applicant.

However, if that result is presented to another organisation, and that organisation contacts the Police Vetting Service to verify the result we will not be able to do so.

Police could not and would not guarantee the integrity of any document that was shared with a third party agency/organisation.

Please note, a vetting result is a 'point in time' check and is only accurate as at the time it was released, for the specific purpose or role that the request was processed for.

If it is a requirement of your business, please submit a new vetting request for the applicant."

### **4. What is the safeguarding training about?**

*Raising our awareness of what safeguarding is  
Empowering us to make changes to what we do  
Creating a culture of safeguarding especially in your role  
What to do when things aren't right  
Creating a culture of security, awareness and care  
How historical concerns are addressed*

**5. How am I supported in my role through the safeguarding process?**

*There are risk assessments available for most volunteer roles in the CDA that can be found on the CDA website and most parish websites. These are developing all the time as new roles develop.*

**6. Why do I have to sign a code of conduct?**

*The skills and expertise that employees and volunteers bring to their role is vital to the life of the Church and is very much appreciated. All those who undertake work for the Church, whether paid or unpaid, are representing the Church and there are expectations for the way they perform their role.*

*This “Code of Conduct for Employees and Volunteers” sets out these expectations of behaviour. All employees and volunteers are asked to read and sign this Code of Conduct to acknowledge they understand and accept these standards of conduct.*

**7. What if someone comes to me with a disclosure of abuse?**

*Always look at the situation of disclosure through a ‘safeguarding lens’, ensuring that immediate risks are eliminated or minimised for you and others.*

*Confidentiality is crucial. Do not pass on any information other than to those who need to know.*

*Assume that what is being told to you is the truth. Respect the person’s dignity and show empathy.*

*Avoid getting into a discussion about the situation being described. Stick to the facts.*

*Refer to the NOPS safeguarding call chart to guide you. Or call the Diocesan Safeguarding Coordinator*

**8. Our parish is small we don’t have enough volunteers for the ‘two person’ rule.**

*Whilst this may cause some challenges for small parishes and communities it is best practice to observe the ‘two person’ rule.*

*No fewer than two adults should be present at all times during any activity, programme or event involving children or vulnerable adults. This is important in terms of drastically reducing the risk of an incident of abuse or harm and decreasing the likelihood of adults being subject to allegations of inappropriate actions.*

**9. We have been volunteering in our parish for many years now, why do we need to be police vetted? Do you not trust us after all these years?**

*The purpose of vetting is to minimise the likelihood of the more vulnerable members of society being put at risk by individuals who may have displayed behaviour that could be detrimental to others' safety and wellbeing.*

*Vetting via the NZ Police is not a complete background check. It is used as one part of a robust safe recruitment process. The Diocese of Auckland takes vetting seriously and is committed to this process for clergy, employees, contractors and volunteers.*

*Resources to support the above can be found on the Catholic Diocese of Auckland (CDA) website under Safe Church Safeguarding*

<https://www.aucklandcatholic.org.nz/diocese/safechurch-safeguarding/>