



VOLUNTEER AGREEMENT & TASK DESCRIPTION

LOCAL SAFEGUARDING PARISH CONTACT

The Auckland Diocese of Auckland 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 (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, youth and vulnerable adults.

VOLUNTEER TITLE:	Local Safeguarding Parish Contact
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER REPORTS TO:	PARISH PRIEST/ PARISH PASTORAL COUNCIL/DIOCESAN SAFEGUARDING COORDINATOR

MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE

The Parish Safeguarding Contact oversees the safeguarding administrative processes in the parish. He/she ensures that volunteers are supported, trained and police vetted in line the National Safeguarding Guidelines, Policies, Standards and procedures. New Volunteers will also need to be reference checked.

KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES

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

TASKS	EXPECTATIONS
Attend Training	Attend Diocesan Safeguarding training workshop so you are familiar with content
Maintain the parish's register for volunteers.	Keep a confidential and secure register including role, date of police vetting and renewal date, training, signed code of conduct and references (new volunteers to the parish), etc. Information provided by CDA Safeguarding coordinator. Provides volunteers with role descriptions, risk assessments, safeguarding policy, code of conduct, police vetting forms. Collate the vetting process and forward vetting forms with the assistance of parish secretary to the CDA Safeguarding Coordinator for processing.

<p>Meet with coordinators of various parish groups to ensure that all elements of the National Safeguarding Policies are known and are being implemented.</p> <p>Support and arrange the necessary training for volunteers.</p> <p>Attend the Parish Pastoral Council (PPC) meetings.</p> <p>Communicate with the wider parish regarding safeguarding concerns.</p>	<p>Annual meeting with the group with meeting notes recorded and filed.</p> <p>Ensure that all volunteers are appropriately trained in Safeguarding program workshop. Working in collaboration with the CDA Safeguarding Coordinator who facilitates workshops.</p> <p>Provide the PPC or whatever parish committee Safeguarding falls under, with a regular Safeguarding update.</p> <p>Utilise the parish newsletter to remind parishioners, including parents, of safeguarding practices and contacts should they have concerns.</p> <p>Ensure that the National office for Professional Standards (NOPS) contact poster is displayed throughout church and parish buildings.</p> <p>Having the NOPS call poster available to all staff in parish office to support them should they receive a complaint or disclosure of abuse.</p>
---	---

Volunteer Requirements: Screening including references and nil disclosure police vet.

Competencies: Administration ability, sound communication skills and computer skills.

Knowledge/Qualifications: Knowledge of NOPS Guidelines for the Prevention of and Response to Sexual Abuse and National Safeguarding Children and Vulnerable Adults Policies.

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

CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS

Ensuring that volunteers have been recruited and screened in line with the Diocesan Safeguarding Children and Vulnerable Adults Policies. Managing disclosure appropriately in line with Diocesan Safeguarding Children and Vulnerable Adults Policies.

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 standards explained to me and I understand the expectations:

- National Safeguarding Guidelines
- National Safeguarding Policy/Safe Recruitment & Training/Concerns & Complaints
- Safeguarding Cultural Standards
- Code of Conduct for Employees & Volunteers
- Safeguarding Training

Name: _____

Signature: _____ Date: _____

VERIFICATION / AUTHORISATION (completed by Parish)

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

Date: _____

Police Vetting: Date Returned: Result:

NZ Police Vetting Report attached

Safeguarding Training undertaken Date: _____