

St Thomas the Apostle Catholic Parish, Clyde North

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Parish Office: 50 Heather Grove, Clyde North

Postal Address: P.O. Box 6089 CLYDE VIC 3978



Volunteer Information

Please complete the following checklist to assist you in ensuring that you have met all requirements and return to the Parish Office, if you need any assistance, please contact our Parish Safeguarding Officer.

Volunteer Name:			
Have you been known by any other name/s (list):			
Preferred Name (for rosters & communications):			
D.O.B.:			
Phone:			
Mobile:			
Email:			
Have you signed the Code of Conduct?	Yes	No	Please see below for Code of Conduct to sign.
Do you have a registered VIT card?	Yes	Card #	No
Are you a current Victoria Police member?	Yes	Badge #	No

Note: you cannot be rostered for any ministry within our Parish unless you hold a WWCC with our Parish linked as a volunteer organisation, are a registered VIT member or a current Victoria Police member.

Which mass would you like to be rostered for? (please select one)

Saturday, 6pm	Sunday, 9am	Sunday, 10.45am
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Ministries within our Parish

Please clearly tick all of the Ministries you would like to be rostered to participate in. If you are unsure as to what is required please tick the Need more information? column, we will have someone from the group contact you.

Ministry	Interested	Have you done this before? Y/N	At which Parish?	How long ago? (approx. years)	Need more information/ training?
Lector					
Extra-Ordinary Minsters					
Welcome at mass/ hand out bulletins					
Music Ministry, specify choir if known:					
Altar Setup					
Setup / Pack up Church /Audio-Visual (circle which)					
Offertory Procession					
Taking up collections at Mass					
RCIA					
Baptism Preparation					
After School Religious Education					
Caring for Linens					
Assist with Organising Functions					
Assist with Organising Fundraising Events					
Communion to the sick					
Youth Group (Leader/Participant)					
Other:					

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN THE ACKNOWLEDGEMENT ON THE FINAL PAGE, CONTACT THE PARISH SAFETY OFFICER IF YOU ARE UNSURE OF ANY OF THE CONTENTS:

Central to the mission of St Thomas the Apostle Parish is an unequivocal commitment to fostering the dignity of children, young people and adults at risk¹, providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. All Church personnel are expected to actively contribute to a culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice.

¹ These are adults with diverse circumstances and experiences that increase the risk of abuse which include being elderly, having a disability, having mental illness, having cognitive impairment, having diminished capacity, being culturally and linguistically diverse, experiencing transient risks such as bereavement or relationship breakdown or having an impairment that makes it difficult for that person to protect themselves from abuse or exploitation.

Purpose: This Code of Conduct has a specific focus on safeguarding children, young people and adults at risk at St Thomas the Apostle Parish against sexual, physical, psychological and emotional abuse or neglect. It sets out principles and expectations for appropriate behaviour for ministry in the parish.

Acceptable behaviours

All Church Personnel (clergy, volunteers, staff, contractors) are expected to:

- adhere to the Parish Safeguarding Policy, possess a current WWCC and uphold the Parish's Statement of Commitment to the safety of children, young people and adults at risk
- undertake annual and refresher training (online and face to face) in safeguarding
- take all reasonable steps to protect children and adults at risk from abuse and harm
- treat everyone in the Parish community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe pastoral environment)
- promote the cultural safety, participation and empowerment of those who:
 - are from culturally and/or linguistically diverse backgrounds
 - are Aboriginal and Torres Strait Islander peoples (for example, by never questioning an Aboriginal and Torres Strait Islander self-identification)
 - have a disability.

Interactions with children, young people or adults at risk - Church personnel must:

- obtain written consent of a parent or legal guardian (who has provided the contact details) before contacting them for Parish purposes only
- ensure as far as practicable that you are not alone with them and that public visibility is maintained whenever possible
- listen and respond to their views or concerns, particularly if they are worried about their safety or the safety of another person.

Reporting – Church personnel must:

- immediately report any incidents, disclosures, allegations, suspicions and concerns, as per the Diocesan Complaints Handling and Reporting Policy. Adhere to 'Five Critical Actions for Church Personnel' which is accessible from any member of the parish office or PSO.

Unacceptable behaviours

All Church Personnel (clergy, volunteers, staff, contractors) must **not**:

- ignore or disregard any suspected or disclosed abuse of a child, young person or adult at risk
- engage in open discussions of a mature or adult nature in the presence of children
- use inappropriate language
- consume drugs on parish premises or at parish events.

Interactions with children, young persons or adults at risk – Church personnel must not:

- photograph or video them without the consent of their parent or legal guardians.
- develop any 'special' relationships with them that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children).
- exhibit behaviours which may be construed as unnecessarily physical (for example, inappropriate sitting on laps).
- initiate unnecessary physical contact with them. This includes doing things of a personal nature that they can do for themselves, such as toileting or changing clothes.
- exchange personal contact details such as phone number, social networking sites or email addresses with them or their family who is/are not family or socially related
- have physical contact with them or their family who is/are not socially related outside of the pastoral duties without the Parish Priest's or Parish Safeguarding Officer's knowledge and/or consent (other than accidental contact, such as seeing people in the street).
- have any online contact (including by social media, email, instant messaging etc.) with them or their family who is/are not family or socially related (unless necessary e.g. by providing families with e-newsletters).
- use any personal communication channels (private mobile phone, email account) to conduct parish communications with them without explicit permission from the Parish Priest.
- visit adults at risk on behalf of the parish without first obtaining the consent of the Parish priest and recording the visits at the Parish office. Permission of the adult at risk should be sought for the visit. If the adult at risk has cognitive impairment, it is important that a legal guardian is contacted for consent before visits are conducted.
- undertake financial transactions on behalf of adults at risk without the consent of their appointed financial power of attorney. Similarly, medical appointments should not be made without the consent of their legal guardian. [Should the adult at risk being visited have an immediate medical episode, then contacting '000' is required].
- in any circumstance put them at risk by the locking of doors of any room they enter nor should an adult be alone with them in any room without good cause.
- manage disruptive or unsafe behaviour by degrading or isolating them. The use of corporal punishment is never acceptable. Physical restraint should only be used as a last resort.
- express personal views on cultures, race or sexuality in their presence.
- discriminate against them because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- work with them while under the influence of alcohol or illegal drugs.

I have read, understood and agree to abide by this Code of Conduct.

Name: _____

Signature: _____

Date: ___/___/20___