

St Thomas the Apostle

Catholic Parish, Clyde North

Phone: 03 5998 0947
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Parish Office: 5 Fiorelli Blvd, Cranbourne East
Postal Address: P.O. Box 6089 CLYDE VIC 3978



Volunteer Registration

IMPORTANT NOTICE TO ALL PARISH VOLUNTEERS: The Diocese of Sale is committed to building Safe Parishes to protect children and vulnerable adults. Since 2005, the Diocese of Sale has adhered to the Working with Children Act (2005) and desires earnestly to provide safe environments in our Diocese and parishes. With the introduction of the Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015, the Diocese of Sale continues to be committed to the protection of children and vulnerable adults through continual improvement of safeguarding practices and policies in parishes and the Diocese. As an essential part of this, Bishop Gregory Bennet asks that ALL volunteers and parish representatives over the age of 18 provide a current and valid Working with Children Check (WWCC) card / Victorian Institute of Teaching (VIT) Registration card / Victoria Police badge number to commence or continue parish-based work. We also require every volunteer no matter their age supply the parish with an email address, contact number and other contact details as requested below.

Please complete the following 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: clydenorth.safety@cdsale.org.au

We hereby advise that volunteers will not be placed on rosters until notification is received from WWCC Victoria that a WWCC has been passed and a card issued. We also advise that volunteers who do not have a current WWCC are removed from our rosters.

Volunteer Name:		Preferred Name:		
D.O.B.:		Contact #:		
Email:				
Please tick one that applies:	<input type="checkbox"/> Valid WWCC	<input type="checkbox"/> Registered VIT card	<input type="checkbox"/> Victoria Police Member	<input type="checkbox"/> None (Follow instructions below to obtain WWCC)
Card or member #:				
<input type="checkbox"/> I have attached a copy of my card and have added 'St Thomas the Apostle Parish' as an organisation				

How To Obtain a Working With Children Check (WWCC):

Applying for a New Card:

Logon to the Working with Children website (www.workingwithchildren.vic.gov.au) and select "Apply for a check" and then choose "Start Application". Make sure you enter your email address and mobile (if you have them) and the details for the parish as listed below. When prompted enter the **organisation code 64 – Religious Organisation**. To finalise the application you will need to print a copy of the application and take it to the Post Office along with the proof of identity documents and a passport quality photo. (All information is supplied on the webpage) Volunteer applications are free however you may need to pay for a passport photo or supply your own passport quality photo.

Adding the Parish as an Organisation:

You can have four (4) linked Organisations on your card and you should check that St Thomas the Apostle Parish is one of these. Do this by clicking 'My Check Login' on the Working with Children homepage. If you have previously accessed your information online select "Existing User" or if you have not select "New User". Update your personal details including an email address and mobile number if you have one. Ensure that our Parish is listed EXACTLY as it is printed below.

The organisation details should be as follows: You can enter up to four organisations on your card, e.g. St Vinnies, another parish, a school.

St Thomas the Apostle Catholic Parish Clyde North, P.O. Box 6089, Clyde VIC 3978, Phone: 0359980947

Parish Ministries (Please clearly tick all the Ministries you would like to be rostered to participate in)

Ministry	Please tick ✓	Ministry	Please tick ✓
Welcome – provide warm welcome to all parishioners & visitors at weekend Mass & major events. Greet distribute bulletins etc...		Music Ministry, specify choir if known or instrument you play:	
Lector		Caring for Liturgical Linens	
Extra-Ordinary Minister		(Outreach) St Vincent de Paul	
Altar Setup/Pack up		Piety Stall	
Offertory Procession		Church cleaning	
Children's Liturgy of the Word		Maintenance -handyman/tradesperson	
Powerpoint / Audio Visual Operator		Flower arranging	
Collector		Gardening	
Counter		Functions – assist with organisation	
Baptism Preparation Team		Fundraising – assist fundraising events	
After School Catechism		Morning Tea	
Taking Communion to the sick / housebound		Other:	
Assist with transport to Mass			

Which mass would you like to be rostered for?

Sat 6pm

Sun 9am

Sun 10.45am

Sun 5pm

Safeguarding Code of Conduct for Parishes

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** (*clergy, volunteers, staff, contractors) 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.

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* 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* 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. After completion, please return this form by email or at the Parish Office.

Name: _____ (PRINT NAME CLEARLY)

Signature: _____ **Date:** ____/____/20____

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.