

PROCESSES FOR VOLUNTEERS

In the Catholic Church in Aotearoa New Zealand

Background

Volunteers play a crucial role in the activities which occur throughout many church entities. It is important that volunteers are well supported in their role, that they know the boundaries of their role, and that they are fully aware of the safeguarding expectations of the church.

As well as ensuring safe practices around children and vulnerable adults, it is important to acknowledge that when working with others, the volunteers themselves may be placed in a vulnerable situation. All measures must be taken to prevent this occurrence.

Process

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

1. A Volunteer Agreement is completed. 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**)
2. The **Code of Conduct** is read, understood and signed by the person. A copy of this should be provided for the person to take away.

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.

If a police vet is required, this must be entered into the entity's data base, including a note for renewal within three years if the volunteer remains in the role.

See also: 'Core Safeguarding Practices'.