



## ST. ANDREW'S PARISH

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### PARISH VOLUNTEER DUTY STATEMENT

A warm welcome to St. Andrews Parish Clayton South. St Andrews acknowledge that volunteers play a vital role in supporting the parish to provide a wonderful, community in which all parishioners can become involved in caring for each other as we journey together in love. This Duty Statement provides all volunteers with clear expectations relating to activities that they may wish to participate in at St Andrews parish community.

Prior to being authorized to commence duties at St Andrews parish community all prospective volunteers must read and acknowledge their understanding of the agreed workplace arrangements. This Duty Statement applies in general terms to all volunteers, members of the parish pastoral team, parish staff, parishioners, those on work experience placement and any other persons, who volunteer their services to the parish.

### Volunteer Pre-Authorization Requirements

1. Provide a copy of your current **Working with Children Check (WWCC)** and signed copy of **Code of Conduction declaration form**. You are not permitted to volunteer without providing a current WWCC.
2. If you do not have a WWCC card and need to apply for one, you can apply online at: <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>
3. Child Safety: when running a children's program, 2 volunteers are required, always keep children together; please ensure that they do not wander off individually. Never work in isolation with a child. When supervising children ensure that the children remain in groups. All volunteer work will be undertaken in an open and visible environment in close proximity to other parishioners.
4. Some roles or ministries need a Police Check Certificate. These ministries are listed in the parish information booklet and in the Ministries Registration Form. If you need to apply for a Police Check, please contact the parish office.
5. Provide your current contact information.
6. Receive a briefing on the location of parish areas: eg toilets, meeting room, offices.
7. Have an awareness of the parish Emergency Plan – copies are displayed in the church foyer.
8. Volunteer Attendance & Participation Requirements: to attend duties when rostered and when unavailable to attend arrange for another volunteer from your team to take your place or inform the parish office.

9. Familiarize yourself with the acceptable & unacceptable behaviors outlined in the Child Safety Code of Conduct.
10. Follow all instructions provided by the supervising member. Never touch any settings on sound systems in the church or computers in parish house.
11. Treat everyone within the parish with respect including children.
12. DO NOT speak aggressively or discipline others. Where necessary, seek assistance of the supervising staff member. Immediately report inappropriate behaviour or disclosures of abuse to the supervising member.
13. Maintain confidentiality at all times.
14. At NO TIME take photos or videos of parishioners. Do not post photos of volunteers/volunteering on social media without their prior permission. A person under the age of 18 years cannot give permission.
15. When offering to drive other parishioners as a volunteer, you must hold current Australian driver's license. The car you are using has to be registered and insured. You must never drive while under the influence of drugs or alcohol.
16. If you have any comments or concerns, please bring these to the immediate attention of the supervising member or the Parish Priest or member of the Parish Leadership Team.

**Name:** .....

**Address:** .....

.....**Mobile:** .....

**Email:** .....

**Sign:** .....

**Date:** .....