



## VOLUNTEER AGREEMENT & TASK DESCRIPTION

### LOCAL SAFEGUARDING PARISH ADMINSTRATOR

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 Administrator
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____
VOLUNTEER REPORTS TO:	PARISH PRIEST/ PARISH PASTORAL COUNCIL/DIOCESAN SAFEGUARDING COORDINATOR
<b>MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE</b>  The Parish Safeguarding Administrator 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.	
<b>KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES</b> <b>Assigning all or some of these tasks is at the discretion of the Parish Priest</b>	
<b>TASKS</b>	<b>EXPECTATIONS</b>
Attend Training	Attend Diocesan Safeguarding training workshops #1 & #2, so you are familiar with content

<p>Maintain the parish's register for volunteers.</p>	<p>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. Provides volunteers with role descriptions, risk assessments, safeguarding policy, code of conduct, police vetting forms Collate the vetting process and forward vetting forms to the Diocesan Safeguarding Coordinator for processing</p>
<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>Arrange for 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>Facilitate training in safeguarding policy and practices.</p>	<p>Annual meeting with the group with meeting notes recorded and filed.</p> <p>Ensure that all volunteers are appropriately trained in Safeguarding Children and Vulnerable Adults programme (workshops), privacy, and skills and knowledge necessary for their volunteer tasks.</p> <p>The PPC will understand the Parish Safeguarding Representative's role, the NOPS Guidelines for the Prevention of and Response to Sexual Abuse and Diocesan Safeguarding Children and Vulnerable Adults Procedures, Tools &amp; Resources.</p> <p>Utilise the parish newsletter to remind parishioners, including parents, of safeguarding practices and contacts should they have concerns.</p> <p>Provide or arrange training to all appropriate groups in the parish of the Diocesan Safeguarding Workshops 1 &amp; 2</p>
<p><u>Volunteer Requirements:</u> Screening including references and nil disclosure police vet.</p>	
<p><u>Competencies:</u> Administration ability, sound communication skills and computer skills.</p>	
<p><u>Knowledge/Qualifications:</u> Knowledge of NOPS Guidelines for the Prevention of and Response to Sexual Abuse and National Safeguarding Children and Vulnerable Adults Policies.</p>	
<p><u>Personal Qualifications/Attributes/Capabilities:</u> Resilient, compassionate, understanding, confidential, maintains professional boundaries, is approachable to children, young people and adults.</p>	
<p><b>CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS</b></p>	
<p>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.</p>	
<p><b>TO BE SIGNED BY THE ROLE HOLDER:</b></p>	
<p>I have read and I understand this task description.</p>	

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: \_\_\_\_\_