



Fact Sheet: Dealing with Volunteers and Contractors

This document provides a guide to engaging Volunteers and contractors who may be working with or in the presence of Children and/or Adults at Risk. It also applies to students on placement.

Child safeguarding obligations at Parishes and Agencies apply to Volunteers and contractors as well as Employees, Clergy and Religious Appointees.

When engaging Volunteers and contractors who will have contact with, or are expected to have contact with, Children and/or Adults at Risk, the following steps should be taken.

Remember, **all** contractors must be required to sign on and sign off whenever attending the Parish or Agency.

Screen Volunteers and self-employed contractors

- All Volunteers and self-employed contractors must be screened in accordance with **Flowchart: Screening of Workers.**
- Contractor companies are responsible for screening their own Workers. The Archdiocese's standard contracts require those contractors to undertake that they have complied with their screening obligations.

Provide safeguarding and Child protection induction and/or training to Volunteers and contractors

- Volunteers and contractors must undertake Safeguarding and Child Protection Induction and/or training as set out in in the **Policy** and sign the **Code of Conduct for Working with Children and Adults at Risk** if they will, or are expected to have, contact with Children and/or Adults at Risk during the course of their activities.
- Volunteers should be given an induction session on Safeguarding and Child Protection and be invited to attend staff safeguarding and Child protection refresher training at the relevant Parish or Agency.
- Contractors who are expected to have contact with Children and/or Adults at Risk should be provided with an overview of Child safeguarding issues at the same time as work health and safety

Volunteers and contractors are expected to comply with the Policy

- Volunteers and contractors who have signed the **Code of Conduct for Working with Children and Adults at Risk** must comply with it.
- Volunteers and contractors must report Safeguarding Complaints to the relevant Parish Priest or Agency Head, who must inform the Safeguarding Office which will report to relevant agencies including NSW Police, Department of Communities and Justice and the NSW Office of the Children's Guardian where required. Volunteers and contractors have a personal legal obligation to report Reportable Allegations and Reportable Crimes and can do so with the assistance of the Safeguarding Office which will provide them with a copy of the report to NSW Police. This must be explained during induction and/or training.
- Before and after commencing volunteer ministry work within the Parish or Agency, all volunteers are required to sign the **Volunteer Ministry Register.**