



**The Partnered Catholic Parishes of:  
Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas the Apostle Greensborough North**



***Living and Breathing Child Safety***

**Volunteer Ministry Audit Tool Year 20**

**Compliant requirements for all volunteers are:**

- Hold a current WWCC or VIT registration; link WCCC or VIT to the Parish through Services Victoria; complete the Essential Online Training Module which also incorporates the reading of the Code of Conduct.

**The following ministry members require a National Police Check:**

- Parish Pastoral Council; Finance Committee; Ministry to the Sick; Counting Team; RCIA leader; Catechist Team leader; Safeguarding Committee leader; any ministry visiting homes/nursing homes.
- Please enter on this Audit Tool, any members who are not included in the list provided and any member listed who is now retired/not participating.

**Please ensure any new member is given the documents titled, "Guidelines for Completion of Compliance," the "Registration Form" and "Expectations of Volunteers" document, all available on the Parish website, along with this Audit Tool.**

**Please ensure this Audit Tool is completed by and returned to:**

**[diamondcreekgreensboroughsafeguarding@cam.org.au](mailto:diamondcreekgreensboroughsafeguarding@cam.org.au) or leave at your Parish Office.**

|                |                  |                                                   |                                                                                              |                                                          |
|----------------|------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Parish:</b> | <b>Ministry:</b> | <b>Was last year's Risk Assessment completed?</b> | <b>If no changes to membership are required, please indicate here and return Audit Tool:</b> | <b>Person completing Audit Tool:</b><br><br><b>Date:</b> |
|----------------|------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------|

| <b>Please add any additional members not included in Group List provided:</b> |  |  | <b>Date additional Member joined:</b> |
|-------------------------------------------------------------------------------|--|--|---------------------------------------|
| <b>Name:</b>                                                                  |  |  |                                       |
| <b>Email Address:</b>                                                         |  |  |                                       |
| <b>Name:</b>                                                                  |  |  |                                       |
| <b>Email Address:</b>                                                         |  |  |                                       |

|                       |  |
|-----------------------|--|
| <b>Name:</b>          |  |
| <b>Email Address:</b> |  |
| <b>Name:</b>          |  |
| <b>Email Address</b>  |  |

|                                                       |                                           |
|-------------------------------------------------------|-------------------------------------------|
| <b>Retired Member/Member no longer participating:</b> | <b>Date Retired/Ceased participating:</b> |
| <b>Name:</b>                                          |                                           |
| <b>Name:</b>                                          |                                           |
| <b>Name:</b>                                          |                                           |
| <b>Name:</b>                                          |                                           |

|                                               |
|-----------------------------------------------|
| <b>Feedback to the Safeguarding Committee</b> |
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