



Further Necessary Information

SAFEGUARDING ESSENTIALS TRAINING FOR ALL VOLUNTEERS

The Safeguarding Essentials Training is a compulsory online training module **for all** clergy, parish staff and **all volunteers** within the Catholic Archdiocese of Melbourne. A current Working With Children Check card is also required.

It provides you with foundational knowledge in relation to safeguarding children, young people and vulnerable persons from abuse and harm.

The importance of training clergy, staff and volunteers has been articulated in the Victorian Child Safe Standards, National Catholic Safeguarding Standards and the National Principles for Child Safe Organisations on which the CAM Safeguarding and Wellbeing Policy for Children and Young People is based.

Completing this module affirms your commitment, and that of the Catholic Archdiocese of Melbourne, to the safety and care of those most in need.

YOUR PERSONAL INFORMATION

To access the training module, you will need to provide your personal details including Working With Children Identification Number.

These details are required so that we can:

- create and maintain a user profile unique to you
- keep a record of training that you complete
- communicate with you about training renewal and provide you with a certificate of completion
- help us to report on training module completion across the Catholic Archdiocese of Melbourne.

Your email address will be used for all communication about the training module in accordance with the Catholic Archdiocese of Melbourne Terms and Conditions and Privacy Policy. CAM is committed to protecting the personal information that we collect, hold, manage, use, disclose and transfer whilst balancing the need to collect information and the right of the individual to privacy.

Clergy and parish staff are required to complete the training on an annual basis.

Volunteers are required to **complete the training every 3 years**.

At the completion of the training, participants will receive:

- a certificate of completion accessible via the training module dashboard
- an email notification that the module has been completed successfully
- a reminder email notification when the training is due for renewal in alignment with their renewal timeframe
- when you complete the course, please forward/email that certificate to csso.melton@gmail.com.

HOW TO ACCESS THE SAFEGUARDING ESSENTIALS TRAINING

To access the online training go to: www.safeguarding.melbournecatholic.org

To login, you will need:

- your unique Working with Children Check ID / VIT ID number
- an email address.

Upon registration you will be asked to identify your role within the parish i.e. a member of clergy, parish staff or volunteer.

Safeguarding Children and Young People Code of Conduct Declaration

Please ensure that you have read the enclosed document and signed the declaration in the Volunteer Application Form on Page 3.

BRIEF DESCRIPTION OF MINISTRIES

Mass Manager: Generally, ensures church is opened, all is in readiness for Mass to begin and all rostered volunteers have arrived for their allocated duties. A further detailed list of duties accompanies this role.

Welcomer: Greets parishioners entering the church and offers the weekly newsletter - The Tidings.

Gift Shop Attendant: Assists parishioners with purchase of items from the Piety Stall.

Counter: Weekend collections are counted each week - usually after 9 am Sunday Mass. Counting must be done both accurately and professionally and also **requires a current National Police Check**. Currently there are four teams rostered once every four weeks.

Collector: Assists with collections during Mass enabling the mission of our parish to continue.

PowerPoint Operator: This ministry, from the audio room in the church, enables parishioners to follow prayers, responses and hymns during Mass. You need to arrive 10 minutes earlier to ensure PowerPoint is ready to go and to make yourself familiar with the proceedings or any changes. Training can be provided and is an ideal way for our young parishioners to be involved.

Minister of the Word: Check before Mass that the Lectionary is marked at the correct Sunday, the specific Sunday of the year, and whether it is Year A, B or C as typed on your roster. You need a heart and mind willing to prepare for the scripture readings during the week.

***Ministers of the Word are expected to complete an **online course** on the Liturgy

Brisbane website. Copy / paste the following link into your browser:

[Ministers of the Word \(Readers\) Training Course \(learnworlds.com\)](https://www.learnworlds.com/ministers-of-the-word-readers-training-course)

This course will cost you \$18 +gst and takes about 3 hours to complete.

When you complete this course, you will receive a certificate of completion. Please email this certificate to cso.melton@gmail.com.

Unless you have taken part in a previous parish workshop. If so, please provide certificate of completion

Responder: Reads the Responsorial Psalm at the ambo, if it is not sung by the choir (check prior to Mass), and the Prayers of Intercession at the appointed time during Mass.

Presentation of Gifts: Acting on behalf of the parishioners, carry the bread, water and wine to the altar. This is an opportunity for the whole family to be involved in this ministry.

Extraordinary Minister of Holy Communion: Assists the Priest with the distribution of Communion to parishioners **only** when required.

***Ministers are expected to complete an **online course** on the Liturgy Brisbane website. Paste the following link into your browser:

[Lay Ministers of Holy Communion Training Course \(learnworlds.com\)](https://www.learnworlds.com/lay-ministers-of-holy-communion-training-course)

This course will cost you \$18 + gst and takes about 3 hours to complete.

When you complete this course, you will receive a certificate of completion. Please email this certificate to cso.melton@gmail.com.

Rite of Christian Initiation of Adults: As a parishioner, you become a companion to participants and walk with them as they journey in faith and prepare to belong to the Catholic Church.

Liturgy Committee: This committee meets and prepares specific liturgies; mainly Holy Week, Easter and Christmas.

St Luke's Sacramental Program: This is a family program that guides children and their families through the Sacraments of Penance, Eucharist and Confirmation. This program is for children in Year 3 and above that have been baptised into the Catholic faith and do not attend a Catholic school.

Lenten Program: This yearly 'six week' program is an opportunity for reflection, discussion, prayer and fellowship. The Lenten Program Coordinator works with the Parish Priest and Deacon to select a program and organise reflection groups which are held at the parish and people's home.

Safeguarding Committee: This committee serves as an advisory body to, and works with, the leadership of the Parish to ensure policies, procedures and practices are in place to protect young people and vulnerable adults. It assists with the implementation of the requirements of Safeguarding Framework and works towards compliance with the requirements of the Catholic Archdiocese of Melbourne, Federal and State laws.

Baptism Preparation Team: This team assists with the preparation of families of Baptism candidates. This includes attending the monthly Baptism Information Night and welcoming families to the church on the day of Baptism (twice a month).

WORKING WITH CHILDREN CHECK

It is the policy of the Catholic Archdiocese of Melbourne, and therefore the Catholic Parish of Melton, that **all adults (18 years and over) working in a Parish setting (either in a volunteer or paid capacity) must hold a WWCC** with very limited exceptions. This is intended to cover employees, contractors and volunteers, and includes clergy, seminarians, and religious brothers and sisters. Adults who are staying overnight with children should always be required to produce a WWCC.

Applying for a Working With Children Check

The Working With Children Check application form is available **ONLY** online at www.workingwithchildren.vic.gov.au together with the process that needs to be followed.

There is **no cost** associated with the check for **volunteers** and the card is valid for 5 years.

Please ensure you put our parish as Catholic Parish of Melton, 10 Unitt St, Melton, 3337, as the place of volunteering.

Please ensure that the Parish has a current copy of your Working With Children Check card by either:

- Sending a photo of it to the Safeguarding Coordinator for the Catholic Parish of Melton, on 0490 885 515 **OR**
- Email a copy to the Safeguarding Co-ordinator for the Catholic Parish of Melton, at cso.melton@gmail.com **OR**
- Drop a copy into the Parish Office. Office Hours: Tuesday to Friday, 9am - 3pm or drop into the letter slot by the front door **OR**
- Pop it into white return box in the Gathering Area of the church.

Not all volunteers need a National Police Record Check

At the Parish level, a National Police Record Check is compulsory for every:

- Seminarian and priest, including a member of a Religious Order on initial and every subsequent appointment
- Priest from another diocese undertaking religious duties for a period in excess of three months or where the anticipated period is likely to be in excess of three months
- Employee, contractor, **volunteer** and religious working in a parish setting **who occupies a position of leadership or handles assets**
- **Adults who are staying overnight with children**
- **Adults who are regularly driving other parishioners as volunteers of the parish**
- **Adults visiting the sick or elderly in their place of residence as part of their parish ministry.**

Process for VOLUNTEER National Police Check (if required)

- Access application at www.police.vic.gov.au
→ Our Services → National Police Check and Finger Printing → Apply for a National Police Check by **Post**
- Complete application – please note the following:
 - Page 6: Section D: X in the 'No' box
 - Page 7: Section E Option 2 : Parishioner / Catholic Parish Melton
 - Page 7: leave the 'Community Volunteer Fee' section blank
 - Page 7: Section F: Do not sign this section until you bring the application to the Parish Office
 - Page 8: Fill in Proof of Identity
 - Page 8: 'Certifier Use Only' – leave blank
 - Page 8: Complete Applicant's Checklist
- Print application if filled out online.
- Bring your application to the Parish Office during office hours, together with your **original** 'proof of identity' documentation to be photocopied and certified. Certified identification must total 100 points or more (refer to Consent to Check and Release National Police Record application form for details).
- The Parish will complete the relevant parts of your application, certify documentation and post it to the Victoria Police Public Enquiry Service.
- ***The Parish will cover the associated fee.***
- You will receive the official police check letter approximately two to three weeks later.
- Please ensure that the Parish Office has **a copy of your Police Check letter** so that it can be placed in the official Parish Volunteer Register.