

## STANDARD

# Volunteer Safeguarding Accreditation Requirements

### Purpose

To assist parishes, ministries and services determine volunteer safeguarding accreditation requirements.

### Scope

This Standard applies to safeguarding related accreditation requirements only. Parishes, ministries and services should consult the People & Culture Office regarding HR onboarding and accreditation requirements.

The Standard applies to volunteers, members of religious institutes (including religious trainees/aspirants) and Seminarians working for, or in partnership with a parish, ministry or service. Members of religious institutes and Seminarians are deemed volunteers for the purposes of this Standard.

The Standard does not apply to Archdiocesan clergy or employees.

The Standard does not apply to Brisbane Catholic Education or Centacare Brisbane.

The Standards does not apply to children under 14 years of age.

Children 14 years of age or older may be appointed to a volunteer role with the prior written consent of their parent/guardian. Children are required to be registered as a volunteer, complete the Safeguarding Essentials training module, sign the Safe Conduct Standards and sign the Prior Conduct Declaration (co-signed by their parent/guardian).

**NOTE** – Children appointed to a volunteer role are exempted from obtaining a working with children Blue Card or submitting to a police check.

### Standard

The appendix contains a matrix which sets out the safeguarding related accreditation requirements for the most common/recognised volunteer roles within a parish, ministry or service.

Where a volunteer undertakes more than one role listed in the matrix, that person is required to satisfy the accreditation requirements for each role.

The matrix does not provide an exhaustive list of all possible volunteer roles within a parish, ministry or service.

An assessment of safeguarding accreditation requirements for volunteer roles not listed in the matrix is to be undertaken in consideration of all available information relating to the prospective volunteer, their prior conduct, the functions of the role, and likely level of interaction with children and adults-at-risk.

Adverse prior conduct by a volunteer does not automatically disqualify that person from being appointed as a volunteer but is to be taken into consideration in determining an appropriate volunteer role. A person considered an unacceptable risk to others must not be appointed as a volunteer.

Parishes, ministries and services are to reserve the right to request any individual satisfy safeguarding accreditation requirements, at any time, if deemed necessary or appropriate.

*The primary consideration in determining volunteer safeguarding accreditation requirements must be the safety, protection and well-being of children and adults-at-risk.*

### Legal Compliance

Parishes, ministries and services must comply with all statutory/legal screening or accreditation requirements.

#### Working with Children Clearances (Blue Cards)

All 'religious representatives' are required to hold a current working with children Blue Card.

Parishes, ministries and services must not engage or employ, or continue to engage or employ a person (including a volunteer) in child-related work or activities until that person's application for a working with children Blue Card is approved by Blue Card Services and they can produce their Blue Card or official

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correspondence to that effect (i.e. No Card -No Start). The person's Blue Card or official correspondence from Blue Card Services must be sighted before parishes, ministries or services can allow a person to commence child-related work or activities. If there is doubt about the status of a person's Blue Card parishes, ministries and services should contact the People & Culture (HR) office to confirm the validity of the Blue Card before allowing the person to commence or continue in child-related work or activities.

Parishes, ministries and services must not engage or employ, or continue to engage or employ a Queensland registered teacher or Queensland police officer in child-related work or activities unless the person holds a working with children Blue Card or has made a working with children Blue Card exemption application. Where an exemption application is made, parishes, ministries and services are to confirm the application has been lodged with Blue Card Services before allowing the person to commence child-related work or activities.

Parishes, ministries and services must not allow a 'restricted person' (including a volunteer) to be involved in child-related work or activities.

A 'restricted person' is a person:

- who has been issued with a negative working with children notice; or
- with a suspended working with children authority; or
- who is disqualified from holding a working with children authority; or
- charged with a disqualifying offence for which the proceedings have not been finalised.

*Section 176H - Working with Children (Risk Management and Screening) Act 2000*

#### National Police Checks

All staff members of approved aged care services who are reasonably likely to have access to care recipients and volunteers (any person not a staff member) who are reasonably likely to have unsupervised access to care recipients must have a national police check, not more than 3 years old.

*Aged Care Accountability Principles 1998 made pursuant to the Aged Care Act 1997*

#### **Definitions**

Adult – Any person 18 years of age or older.

Adult-at-Risk - Any adult who, due to an impairment, circumstances or adversity, is at increased risk of experiencing abuse. (e.g. the elderly, people with a disability, people with a mental illness, the homeless, people suffering grief).

*(National Catholic Safeguarding Standards Edition 2)*

Child – Any person under 18 years of age.

Religious Representative - A member of an organised religion or other religious group who either holds a position that is supported by the religion or group (including financially), in a way that allows the person to devote themselves to promoting the religion or group's objects or values; and hold themselves out as a representative of the religion or group; or is training to hold such a position. (e.g. Clergy, Religious, Religious Trainees/Aspirants, Seminarians, Lay Chaplains)

*Schedule 7 - Working with Children (Risk Management and Screening) Act 2000*

## MATRIX

### Volunteer Safeguarding Accreditation Requirements

**\*\* IMPORTANT \*\***

The below Matrix does not provide an exhaustive list of volunteer roles and is to be read in conjunction with Standard 'Volunteer Safeguarding Accreditation Requirements'.

|    | ROLES  | Blue Card      | Police Check   | Prior Conduct Declaration | Safe Conduct Standards | Safeguarding Training |
|----|--|----------------|----------------|---------------------------|------------------------|-----------------------|
|    | <i>Renewal/recurrence period:</i>  | <i>3 years</i> | <i>3 years</i> | <i>3 years</i>            | <i>Once-off</i>        | <i>2 years</i>        |
| 1  | Acolyte, Altar Server Co-ordinator/Trainer, Altar Server (Adult interacting with child Altar Servers)        | ✓              |                | ✓                         | ✓                      | ✓                     |
| 2  | Aged Care or Nursing Home Ministry (including Extraordinary Communion Minister)                              |                | ✓              | ✓                         | ✓                      | ✓                     |
| 3  | Care & Concern, Sick & Frail, Home Communion, Hospital Ministry (including Extraordinary Communion Minister) |                | ✓              | ✓                         | ✓                      | ✓                     |
| 4  | Catechist (offering religious instruction in State schools)  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 5  | Church Guide (e.g. Cathedral Guide)  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 6  | Chaplain (Lay)   | ✓              | ✓              | ✓                         | ✓                      | ✓                     |
| 7  | Children's Liturgy Co-ordinator/Leader/Worker  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 8  | Choir Member (Adult), Music/Choir Conductor or Coordinator (interacting with children or children's choir)   | ✓              |                | ✓                         | ✓                      | ✓                     |
| 9  | Cleaner (with keys)  |                | ✓              | ✓                         | ✓                      | ✓                     |
| 10 | Counter  |                | ✓              | ✓                         | ✓                      | ✓                     |
| 11 | Finance Council or Board Member  |                | ✓              | ✓                         | ✓                      | ✓                     |
| 12 | Grounds-Keeper, Gardener, Maintenance Worker (with keys)   |                | ✓              | ✓                         | ✓                      | ✓                     |
| 13 | Homeless Outreach Coordinator/Leader/Worker  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 14 | Local Safeguarding Representative  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 15 | Musician or Organist (Adult - interacting with children)   | ✓              |                | ✓                         | ✓                      | ✓                     |
| 16 | Office Administrator   |                | ✓              | ✓                         | ✓                      | ✓                     |
| 17 | Parish Pastoral Council or Leadership Team member  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 18 | Photographer or Video Operator (including live-streaming)  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 19 | Piety Store Convenor   |                | ✓              | ✓                         | ✓                      | ✓                     |
| 20 | RCIA Coordinator/Leader/Worker (including those attending schools for Religious Instruction)                 | ✓              |                | ✓                         | ✓                      | ✓                     |
| 21 | Religious Institute Trainee, Aspirant or Postulant   | ✓              | ✓              | ✓                         | ✓                      | ✓                     |
| 22 | Religious Brother, Sister, Nun   | ✓              | ✓              | ✓                         | ✓                      | ✓                     |
| 23 | Sacramental or Pastoral Program Coordinator/Leader/Worker  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 24 | Sacristan or Mass Coordinator  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 25 | Seminarian   | ✓              | ✓              | ✓                         | ✓                      | ✓                     |
| 26 | Transport Ministry (e.g. Bus Driver)   | ✓              |                | ✓                         | ✓                      | ✓                     |
| 27 | Young Adult Group Coordinator/Leader/Worker  | ✓              |                | ✓                         | ✓                      | ✓                     |
| 28 | Youth Group Coordinator/Leader/Worker  | ✓              |                | ✓                         | ✓                      | ✓                     |

**Child/Children** – Any person under 18 years of age.

**Adult** – Any person 18 years of age or older.