

The Partnered Catholic Parishes of:

Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas the Apostle Greensborough North



EMPLOYEE AND VOLUNTEER REQUIREMENTS

Welcome to the community of the Partnered Parishes of Sacred Heart Diamond Creek, St Mary's Greensborough and St Thomas the Apostle Greensborough North. Your contribution to and participation in the life of the Partnered Parishes is very much appreciated and valued. The work of our employees and the considerable work and generous commitment of time and skills of our volunteers is held in the highest appreciation.

The Partnered Parishes hold the care, safety and wellbeing of children and young people as a fundamental responsibility. Complying with both Government and Archdiocese requirements around protecting children and young people and living out our commitment to protecting our young people, requires particular expectations of our employees and volunteers. These requirements are listed below.

All Clergy, Religious, Employees and Volunteers are required to:

- Hold a Current Working with Children Check
- Read and sign the Code of Conduct Declaration
- Undertake a short Safeguarding Training Session (an online module taking only 10 minutes, that can be accessed from home or with support from the Parish Office)
- When deemed necessary, Respond to and Report Child Abuse. Assistance can be provided by the Safeguarding Committee.

In addition, all clergy, religious and employees and some volunteer roles will require a Police Check.

1. WWCC REQUIREMENT FOR CLERGY, EMPLOYEES AND VOLUNTEERS

All clergy, employees and volunteers over the age of 18 are required to maintain a current WWCC throughout their involvement in the Partnered Parishes.

It is a requirement that clergy, employees and volunteers who do not have a current WWCC apply for a WWCC before commencement – and are able to provide an application receipt as evidence that they have applied for a WWCC.

HOW TO APPLY FOR A WWCC

The application process for a WWCC can be commenced online (www.workingwithchildren.vic.gov.au) and finalised at a participating Australia Post Office.

The contact number for Working with Children Check Victoria is 1300 652 879.

WWCC website has translations in several languages and services are also available for people with speech, hearing impairment or deafness:

If an information sheet is not available in a community language, you can contact the Translating and Interpreting Service (TIS) on 13 14 50 and request that they call the Working with Children Check Support Line on 1300 652 879 (local call charge).

Services are also available for those with speech, hearing impairment or deafness (TTY) through the National Relay Service (NRS):

- TTY/voice calls: 133 677
- Speak and Listen: 1300 555 727
- website: <https://relayservice.gov.au>

A volunteer check is only valid for volunteer work and is free. It is an offence to engage in paid child-related work with a volunteer check. An employee check is valid for both paid and volunteer work and a fee applies.

A WWCC is valid for 5 years. Members of the clergy, employees and volunteers are responsible for maintaining a valid and current WWCC. The Department of Justice will notify you when renewal is required.

REQUIREMENT TO REGISTER INVOLVEMENT WITH THE PARTNERED PARISHES

Clergy, employees and volunteers are required, within 21 days of their commencement, to register their involvement through the MyCheck function of the Working with Children Check website: www.online.justice.vic.gov.au identifying the Parish with which they are involved.

Upon registration you will be asked the details of your particular parish:

- Sacred Heart Parish: 25 Gipson Street, Diamond Creek, 3089. (03) 9401 6361
- St Mary's Parish: 204-210 Grimshaw Street, Greensborough, 3088. (03) 9435 1543
- St Thomas the Apostle Parish: 251 Diamond Creek Road, Greensborough North, 3088. (03) 9434 7373

This will enable the Partnered Parishes to be notified if there is a change in the status of your WWCC (e.g. suspension, withdrawal due to relevant charges or convictions).

REQUIREMENT TO UPDATE WWCC DETAILS

Clergy, religious, employees and volunteers are required to keep all WWCC details up to date, including:

- name
- date of birth
- residential address
- telephone numbers

- contact details of organisations they are engaged with (e.g. employment, voluntary work).

WWCC details can be updated through the MyCheck function of the Working with Children Check website.

PARENTS WORKING OR VOLUNTEERING IN AN ACTIVITY IN WHICH THEIR CHILD USUALLY PARTICIPATES

In our efforts to strengthen child safety and in line with CAM Policy, the Partnered Parishes have taken the decision to require parents who work or volunteer in an activity in which their child usually participates, to undertake a WWCC.

VICTORIAN INSTITUTE OF TEACHING REGISTRATION AND THE WWCC

A teacher who holds a current registration with the Victorian Institute of Teaching (VIT) and is involved in child-related work in an educational setting is exempt from the requirements to undertake a WWCC. Effective from the 1st of September 2019, VIT requires registered teachers to nominate organisations in which they undertake volunteer work, to the WWCC Unit.

POLICE AND THE WWCC

Serving members of Victoria Police or the Australian Federal Police are exempt from the WWCC requirement under Victorian legislation. However, as there is no direct mechanism to alert organisations to the current status of the employment of the officer, it is required that police officers undertake a WWCC and nominate the Partnered Parish as the volunteering body.

POLICE RECORD CHECK

All clergy, religious, employees and particular volunteers over the age of 18 (e.g., members of Parish Finance Committee, Parish Pastoral Council, Ministry of Communion to the Sick and Visitation Ministry) are required to maintain a current Police Record Check throughout their involvement in the Partnered Parishes.

It is a requirement that clergy, religious, employees and specific volunteers who do not have a current Police Record Check apply for one before commencement – and are able to provide an application receipt as evidence that they have applied for a Police Record Check. The application process for a Police Record Check can be commenced online and finalised at the Parish Office.

A Police Record Check is valid for 3 years. Members of the clergy, religious, employees and volunteers are responsible for maintaining a valid and current Police Record Check.

HOW TO APPLY FOR A POLICE RECORD CHECK

Police Record Check – apply online for a Police Record Check (fingerprint check is not needed) at [National police record checks and fingerprinting](#)

2. CODE OF CONDUCT DECLARATION

The Code of Conduct Declaration is available on each of the Partnered Parishes' websites or can be collected from the relevant Parish Office. The Code of Conduct Declaration must be completed annually. Once completed, please return to the Parish Office.

St. Thomas the Apostle Greensborough North www.greensboroughnorth@cam.org.au
St. Mary's Greensborough www.greensborough@cam.org.au
Sacred Heart Diamond Creek www.diamondcreek@cam.org.au

3. SAFEGUARDING TRAINING SESSION

Clergy, religious, employees and volunteers will be required to undertake training modules prior to commencing their activities in the parishes and to maintain ongoing training as required. These modules are available online through the Professional Standards Unit (PSU) on the Archdiocese of Melbourne <https://melbournecatholic.org>

4. RESPOND TO AND REPORT CHILD ABUSE

As a community of people invested in the Christian principles of love, care and respect of others, the Partnered Parishes acknowledge their moral, legal and ethical duty to effectively respond to and report concerns, allegations or complaints of child-safety related misconduct and/or child abuse to the appropriate authorities. If you have a concern in relation to the safety of a child, young person or vulnerable adult, please refer to the Responding to and Reporting Policy which is available on the Parish website and it is also available at the Parish Office. Assistance from a member of the Safeguarding Committee, the PSU or your immediate supervisor will be available to you should you wish to access support whilst working through the process of Reporting.