



Volunteer Safeguarding Induction Checklist

Name: _____ Role: _____ Date: _____

<p>If the response is <u>DON'T KNOW</u> OR <u>NO</u> to any of the checklist below, please, see your church leader/coordinator or the church office staff who will provide you with the relevant forms and information.</p>	<p>COMPLETED - YES /NO/DON'T KNOW</p>
<p>Role Description Provided</p> <p>Has the Volunteer been provided with a brief role description outlining the expectations and safeguarding requirements of the role. www.cdocsafeguarding.nz for Church role descriptions.</p>	
<p>Signed Code of Conduct Requirement</p> <p>The Code of Conduct sets out expectations of behaviour. A record of a signed Code of Conduct is required.</p>	
<p>Signed Volunteer Agreement Requirement</p> <p>The Volunteer Agreement sets out what role/s a volunteer is in. A record of a signed Volunteer Agreement is required.</p>	
<p>Safeguarding Induction Video Watched</p> <p>All volunteers are required to attend a Safeguarding Workshop. If one is not available at the time, a brief safeguarding induction video can be watched, but attendance is still required at the workshop. Safeguarding Induction Video - National Office for Professional Standards (catholic.org.nz).</p>	
<p>Safeguarding Workshop Attended – See Safeguarding Website for upcoming dates. Attendance is required <u>every 3 years</u>. WORKSHOPS Safeguarding (cdocsafeguarding.nz)</p>	
<p>Police Vetted Completed if Required for the Role</p> <p><i>All roles including children and vulnerable adults in the Catholic Church in New Zealand are required to be police vetted <u>every 3 years</u> by the Diocese the parish is in. Police Vetting Safe Church Safeguarding (the Catholic Diocese Of Christchurch) (cdocsafeguarding.nz)</i></p>	

This checklist is helpful tool to assist leaders or group coordinators when reviewing if safeguarding requirements are met by volunteers in their group/ministry. It can also be filled in by individuals and passed to the parish/entity person responsible for safeguarding record managing. The information can then assist with identifying gaps in safeguarding processes and assist the parish/entity with safeguarding planning.

