



ST. MICHAEL'S PARISH

RESPONSIBILITIES OF A VOLUNTEER

Purpose: *St Michael's Parish Bell Park acknowledges that volunteers play a vital role in the pastoral life of our local parish. This protocol is to provide all volunteers with clear expectations relating to activities that they wish to participate in at St Michael's Parish.*

All volunteers are asked to read and acknowledge their understanding of the agreed volunteer arrangements.

Scope: *This protocol applies to all those who volunteer their services to assist St Michael's Parish in its pastoral works.*

Volunteers have a responsibility to:

- Undertake work induction and training as required
- Be familiar with and comply with the parish's child safety policy and code of conduct and any other policies or procedures relating to child and/or vulnerable adults safety
- Work on tasks suitable to their skills and experience
- Behave in an ethical manner
- Keep parish matters confidential, including those relating to children, except where reporting or child safety obligations dictate otherwise
- Use appropriate information channels within the parish when needing information, support, back-up, supervision or review
- Be aware of their duty of care to children and vulnerable adults
- Proactively monitor and support the wellbeing of children in their care
- Exercise pastoral care in a manner which reflects the parish's values
- Implement the strategies which promote a healthy and positive learning environment
- Assist in the provision of a child-safe environment for children
- Comply with occupational health and safety policies and practices
- Maintain a Working with Children Check
- Be aware of protocol when representing the parish.