**Volunteer Safeguarding Induction Checklist**

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Please ensure that the relevant documentation is available for our volunteers. | **COMPLETED -** YES / NO |
| **Signed Volunteer Application Form is Required**The Volunteer Application Form provides information regarding the applicant. |  |
|  **Role Description Provided**Has the Volunteer been provided with a brief role description outlining the expectations and safeguarding requirements of the role? |  |
| **Police Vetted Completed if Required for the Role***All roles which involve working with children and vulnerable adults are required to be police vetted every 3 years in accordance with the Archdiocese Vetting Policy.*[Forms and Guides | New Zealand Police](https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides) |  |
| **Safeguarding Policy and Safeguarding Standards are provided** |  |
| **Signed Code of Conduct Requirement**The Code of Conduct sets out expectations of behaviour. A record of a signed Code of Conduct is required. |  |
| **Signed Volunteer Agreement Requirement**The Volunteer Agreement sets out what role/s a volunteer is in. A record of a signed Volunteer Agreement is required. |  |
| **Safeguarding Induction Video Watched**A brief safeguarding induction video is available to be viewed. [Safeguarding Induction Video - National Office for Professional Standards (catholic.org.nz)](https://safeguarding.catholic.org.nz/safeguarding-induction-video/). All volunteers are to attend a Safeguarding Workshop with attendance required at a workshop within three months of role commencement. |  |
| **Specific Ministry Training Provided by Parish**All volunteers to undergoing training relating to their Ministry. |  |
| **Safeguarding Workshop Attended –**Ongoing annual attendance is required at Safeguarding training. |  |

**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.**