



Fact sheet: Dealing with volunteers and contractors

This document provides a guide to engaging volunteers and contractors who may be working with or in the presence of children. It also applies to students on placement.

Child protection obligations at parishes and agencies apply to volunteers and contractors as well as employees, clergy and religious Brothers and Sisters.

When engaging volunteers and contractors who will have contact with, or are expected to have contact with, children the following steps should be taken.

Remember, **all** contractors must be required to sign on and sign off whenever attending the parish or agency.

Screen volunteers and self-employed contractors

- All volunteers and self-employed contractors must be screened in accordance with **Flowchart: Screening persons who work with children**
- Other contractors are responsible for screening their own workers. The Archdiocese's standard contracts require those contractors to undertake that they have complied with their screening obligations.

Provide child protection induction and/or training to volunteers and contractors

- Volunteers and contractors must undertake child protection induction and/or training in the **Parish and Agency Child Protection Manual** and sign the **Code of Conduct for Working with Children** if they will, or are expected to have, contact with children during the course of their activities.
- Volunteers should be given an induction session on child protection and be invited to attend staff child protection refresher training at the relevant parish or agency.
- Contractors who are expected to have contact with children should be provided with an overview of child protection issues at the same time as work health and safety induction.

Volunteers and contractors are expected to comply with the Parish and Agency Child Protection Manual

- Volunteers and contractors who have signed the **Code of Conduct for Working with Children** must comply with it
- Volunteers and contractors must report child protection concerns to the NSW Police or relevant Parish Priest (or administrator) or agency head, who must inform the Vicar General. This must be explained during induction and/or training.
- Reports of inappropriate conduct by volunteers and contractors must be reported to the NSW Police or the relevant Parish Priest (or administrator) or agency head, who must inform the Vicar General. The conduct may also be reportable to the NSW Ombudsman or Department of Family and Community Services.