



20 August 2022

## EXTRAORDINARY MINISTER OF HOLY COMMUNION IN 2022/3

### Notes on Safeguarding Requirements

#### 1. Police checks

##### ***Requirement***

Our parish safeguarding policy follows the Archdiocesan policy in requiring police checks on commencement and then every three years for staff and for volunteers in roles where there is an inherent risk. Home visits and care facility visits fall into this category.

The parish will reimburse the cost of obtaining a police check.

##### ***Obtaining a police check***

There are a number of on-line portals for obtaining a police check. The St Vincent de Paul Society have used Intercheck - [Online National Police Checks - InterCheck Australia](#). For \$29.90 you can apply for a police check there with all elements of the application completed online. The digital advice then needs to be forwarded to the Parish Office – [secretary@stdominics.org.au](mailto:secretary@stdominics.org.au) – and copied to Bob Solly.

For those who don't want to proceed online, you can get a national police check through Australia Post - [Police Checks - Australia Post \(auspost.com.au\)](#). This process can be commenced online, and then completed at a post office, or it can be transacted entirely at a post office. The cost of a police check at the Post Office for a volunteer position is \$30, which includes a digital certificate. A hard copy cost \$10 more. The hard copy needs to be sent to the Parish Office if you don't send them a digital advice.

#### 2. Working With Children Cards

##### ***Requirement***

Volunteers at St Dominic's Parish need to maintain a current Working With Children Card. Those who already have a card need to ensure that it is linked to St Dominic's.

##### ***Obtaining or updating your Working with Children Card***

Here is a link to a document that sets out how to obtain a card or how to link an existing card to our parish: [220820 working with children check application details.pdf \(stdominics.org.au\)](#).

Working with Children Checks are free for volunteers.

### **3. Parish Code of Conduct declaration**

#### ***Requirement***

This Declaration needs to be completed by volunteers every three years.

#### ***How to complete your Declaration***

Volunteers can download and sign a copy of the Declaration - see [Safeguarding Children and Young People Code of Conduct Declaration \(stdominics.org.au\)](http://stdominics.org.au). The signed copy can then be left at the parish office.

Alternatively, volunteers can send an email to the parish office – [secretary@stdominics.org.au](mailto:secretary@stdominics.org.au), copied to Bob Solly, advising that they have read the *Code of Conduct* and agree to abide by it.

#### **Note re information held by the parish**

It is then our responsibility as a parish to 'sight the original Police Check document and maintain a register of all national criminal record checks including the person's name, date of birth, position, police certificate reference number, date of issue and renewal date' and then to ensure that checks are renewed every 3 years.

We also need to retain details of your Working With Children Card, and of your Code of Conduct Declaration.

Denis Fitzgerald  
St Dominic's Safeguarding Contact Person  
20 August 2022