



CATHOLIC ARCHDIOCESE OF MELBOURNE



A Message from Archbishop Peter A Comensoli

Dear Friends,

My prayerful greetings to you in the Lord.

Welcome! May I firstly say, how deeply grateful I am for your contributions and participation in your parish community.

Since November 2019, when the Safeguarding Children and Young People Framework was rolled out across Archdiocesan parishes, volunteer compliance has become a cornerstone of the Catholic Archdiocese of Melbourne's commitment to ensure the safety of our children and young people. This commitment forms the bedrock of our safeguarding culture. As communities of faith, our efforts are deeply rooted in our shared Baptismal call to care for all of God's children, particularly the most vulnerable among us.

Just as Jesus gathered his Disciples in mission to evangelise the Good News reached into the world, our parishes also depend on volunteers to foster vibrant local communities of grace. The contributions of our employees, and the generous dedication of time and talents from our volunteers are not merely valued; they are cherished. Your willingness to give and engage is what enables your community to flourish.

Your Parish places the utmost priority on the care, safety, and wellbeing of everyone, viewing it as a key responsibility in its mission. The Parish is resolute in complying with both Government and Archdiocesan requirements to safeguard our children and young people. Moreover, it is committed to upholding the moral and ethical teachings of the Catholic faith, ensuring that the protection and nurturing of children is one of the highest priorities in all our endeavours. Let us continue in these noble efforts, advancing with purpose, and wholehearted dedication, as beacons of Christ's light in the world.

The Safeguarding Unit will continue to support the implementation and deepening understanding of safeguarding measures.

Please be assured of my profound gratitude and prayers for all that you do. May the Holy Spirit guide and strengthen you each day.

Most Rev Peter A Comensoli
ARCHBISHOP OF MELBOURNE

Safeguarding Unit

St Patrick's Centre, 486 Albert Street, East Melbourne VIC 3002 Australia. PO Box 146, East Melbourne VIC 8002 Australia
Telephone: (03) 9926 5621 | Email: safeguardingunit@cam.org.au | website: www.melbournecatholic.org.au

The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.

Working with Children Check Requirements for Clergy, Employees and Volunteers

All clergy, employees, and volunteers over the age of 18 are required to maintain a current Working with Children (WWC) check throughout their involvement with the parish. It is a requirement that clergy, employees, and volunteers who do not have a current WWC check apply for one before commencement. They must be able to provide an application receipt as evidence that they have applied for a WWC check.

A volunteer check is free but only valid for volunteer work. To apply for a WWC check please visit <https://www.vic.gov.au/working-with-children-check>

Engaging in paid child-related work with a volunteer WWC check is an offence. An employee check is valid for both paid and volunteer work, and a fee applies.

Clergy, employees, and volunteers are required to register their involvement with the parish through the MyCheck function of the [WWC check website](#) within 21 days of their commencement.

If you cannot verify your identity through the Service Victoria website, you may verify your identity and apply via Australia Post. The process for this is explained here: [In-person applications for Working with Children Checks](#).

Victorian Institute of Teaching Registration, WWC Checks and Police Record Checks

A teacher who holds a current registration with the Victorian Institute of Teaching (VIT) and is involved in child-related work in an educational setting, is exempt from the requirement to undertake a WWC check and/or a Police Record Check. VIT, however, requires registered teachers to nominate organisations in which they undertake volunteer work.

Website: [Service Victoria Teachers Notifications](#)

Police and the WWC Check

Under Victorian legislation, serving members of the Victoria Police or the Australian Federal Police are exempt from the WWC check requirement. As there is no direct mechanism to alert organisations to the current status of the officer's employment, however, the Catholic Archdiocese of Melbourne requires police officers to undertake a WWC check and nominate their parish as the volunteering body.

Criminal History Check (Police Record Check)

There are some roles throughout the parish that require clergy, employees and volunteers over the age of 18 to obtain a Police Record Check. If your role requires a Police Record Check, you must apply for one before commencement. You are able to provide an application receipt as evidence that you have applied for a Police Record Check. A Police Record Check is valid for 3 years.

Website: [National Police Check](#)

The Safeguarding Children and Young People Code of Conduct

The [Safeguarding Children and Young People Code of Conduct](#) must be read and signed upon commencement with the parish. Volunteers are required to re-sign the Code of Conduct every three years, and clergy and employees are required to re-sign annually.

You can sign the Safeguarding Children and Young People Code of Conduct through the [online Safeguarding Essentials Training platform](#) (without completing the training). When you log into the online Safeguarding Essentials Training platform, you will see the following statement:

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“Our records indicate that you have not acknowledged the Safeguarding Children and Young People Code of Conduct Declaration in recent times. Please read the document provided below and acknowledge your agreement by clicking the Accept Button.”

Once you have read and accepted the Safeguarding Children and Young People Code of Conduct, the online training platform will inform the parish administration system (PACEM).

If you cannot sign the Safeguarding Children and Young People Code of Conduct through the online training platform, please reach out to your parish to discuss alternative options.

Safeguarding Essentials Training

Clergy and employees must complete the online Safeguarding Essentials training before starting their activities in the parish.

Volunteers will receive a parish induction addressing parish specific procedures and expectations. They are also required to complete the Safeguarding Essentials training module upon commencing their role in the parish.

Volunteers are required to complete the training every three years, while for clergy and employees this is required on an annual basis.

Website: [online Safeguarding Essentials training](#)

Alternative access to the online Safeguarding Essentials training can be found on the Catholic Archdiocese of Melbourne website. Click on the safeguarding tab and then on the training and news section.

If you cannot complete the online Safeguarding Essentials training, please reach out to your parish to discuss alternative options.

Respond to and Report Child Abuse

As a community of people invested in the Catholic principles of love, care and respect of others, the Archdiocese acknowledges its moral, legal and ethical duty to effectively respond to and report concerns, allegations or complaints of child-safety-related misconduct and/or child abuse to the appropriate authorities.

If you have a concern in relation to the safety of a child, young person or adult at risk, please refer to the [Reporting Abuse or Safety-Related Misconduct flowchart \(below\)](#). Feel free to reach out to the parish priest, a member of the safeguarding committee, or the Safeguarding Unit at the Archdiocese should you wish to access support whilst working through the process of reporting.

Remember, always call 000 if a child or adult is in immediate danger.

Further Information

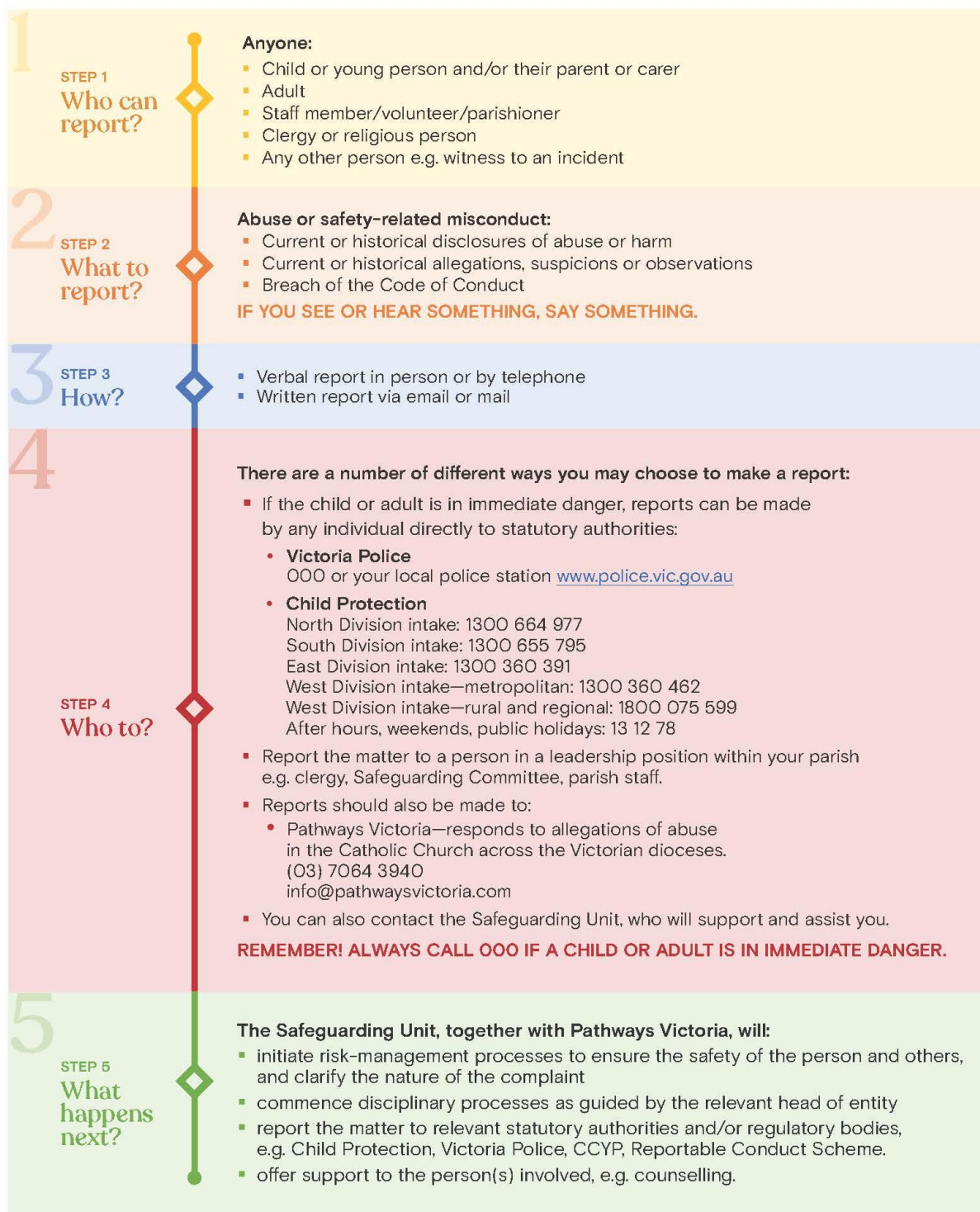
Further information on these requirements can be found on the Catholic Archdiocese of Melbourne website under the Safeguarding tab or by contacting the Safeguarding Unit.

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Reporting abuse or safety-related misconduct



This flowchart is adapted from the Commissioner for Children and Young People, Victoria, *Flowchart: Child Safety Reporting Process* & from the National Office for Child Safety, Australian Government, *Flowchart: Child Safety Reporting Process Within an Organisation*.

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