



Archdiocesan Volunteer Data Form.

PART A: Personal Details

Surname Name: Given Names:

Title: Preferred Name:

Date of Birth: Gender: Female Male

Home Address: No: Street:

Suburb: P/code: State:

Postal Address: No: Street:
(If different to Home Address) Suburb: P/code: State:

Home Phone: Mobile:

E-mail:

Contact details may be used for communication purposes. Email addresses are required so that, if necessary, volunteers may be provided with legally required mandatory compliance training.

PART B: Emergency Contact and Medical Details.

Contact's Name: Relationship:

Contact Phone: Mobile:

Do you have a pre-existing medical condition that may impact on your capacity to perform your duties? Yes No

If yes, please explain:

Unless specified above, by signing this form you certify that you are unaware of any pre-existing injury or illness you have which could be affected by the nature of this work and/or the requirements of this position.

PART C: Volunteering Details

Position Title:

Parish/Agency/Service:

Report to:

Date commenced volunteering (approx): Day/s: Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

If you have previously been a volunteer or employed in the Archdiocese of Brisbane, please provide details.

Position: Date From: Date To:

I have completed the Archdiocesan Safeguarding Children & Vulnerable Adults Training. Year:

I have been provided with a copy of the Code of Ethical Behaviour.

PART D: Compliance Requirements.

(i) Working with children and/or vulnerable adults requirements:

Blue Card No: Type: Expiry Date:

Police Check: Issue Date:

I understand that I must notify the Archdiocese of any changes to my Blue Card status and/or criminal history.

PART D: Compliance Requirements.

(ii) Other Compliance requirements (if relevant):

Drivers Licence:	<input type="text"/>	Class:	<input type="text"/>	Expiry Date :	<input type="text"/>
State:	<input type="text"/>	Conditions/Limits:	<input type="text"/>		
First Aid Certificate:	<input type="text"/>	Issue Date:	<input type="text"/>		
CPR Certificate:	<input type="text"/>	Issue Date:	<input type="text"/>		
Passport Origin:	<input type="text"/>	Expiry Date: Expiry	<input type="text"/>		
Visa Details:	<input type="text"/>	Date:	<input type="text"/>	No:	<input type="text"/>

PART E: Equal Employment Opportunity (Not Compulsory)

Your completion of the following information is for statistical purposes only and will assist in monitoring employment equality and diversity outcomes. Please select if either of these are applicable to you:

- An Indigenous Australian From any other country other than an English background



If you are a **current** volunteer **STOP** here and sign the bottom of this page.

PART F: Reference Requirements - New Applicants Only

The Archdiocese of Brisbane has implemented standards of conduct for voluntary workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in **voluntary ministry having direct and regular involvement with children and vulnerable adults.**

Please nominate two (2) referees (not related to you) along with their contact numbers.

Name:	<input type="text"/>	Phone:	<input type="text"/>
Name:	<input type="text"/>	Phone:	<input type="text"/>

PART G: Declaration

I declare that the above details are true and correct and I understand that must notify the Archdiocese immediately of any changes to these details.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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For Parish volunteers, please return the completed form **directly to your Parish.**

For other Archdiocesan other volunteers, please return to **Human Resource Office:** GPO Box 282 Brisbane QLD 4001 or email to hroffice@bne.catholic.net.au.

Privacy collection statement: The parishes, schools and agencies of the Archdiocese of Brisbane (we, us or our) may collect, use and disclose personal information about you. We collect personal information directly from you and may also collect personal information passively through our website. We collect your personal information to fulfil the mission and directions of our organisation, to administer the sacraments and provide pastoral care to you, to provide you with other services and products you are seeking, to communicate with you about the services and products we offer, to solicit donations and to comply with our legal and regulatory requirements. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services or products you seek. We may disclose personal information about you to our parishes, schools and agencies and service providers who assist us in operating our organisation. Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints. Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001, email: privacyofficer@bne.catholic.net.au, telephone: +61 7 3324 3579.

Archdiocesan Office Use Only: Task Risk

Nil Low Medium High Extreme

Level Risk Classification notes (if required):

Classification Determined by:

Date:



Code of Ethical Behaviour.

You have been told what the Lord requires of you:

To act justly, to love tenderly and to walk humbly with your God. Micah 6:8

This code of Ethical Behaviour clarifies and affirms the standards of behaviour that are expected of employees, students on placement and volunteers in the Archdiocese of Brisbane. Breach of this code may result in disciplinary action being taken, up to and including dismissal.

Please note:

- * *Clergy and religious are bound by the standards for ethical behaviour as articulated in 'Integrity in Ministry;'*
- * *Brisbane Catholic Education employees and volunteers should refer to their particular Code of Conduct;*
- * *Centacare Family and Relations Services employees and volunteers should refer to their Code of Conduct.*

Relationships among people are the starting point of all Christian life, ministry and service and are central to Catholic life. It is with the objective that relationships in ministry be experienced as collaborative, communicative and coordinated without intention to harm or allow harm to occur that I have approved this Code of Ethical Behaviour for employees, students on placement and volunteers.

Those who serve in the Archdiocese of Brisbane – employees, students on placement and volunteers shall:

1. **Commit to justice and equity** by exhibiting the highest Christian ethical standards and personal integrity in their professional conduct;
2. **Uphold the dignity of all people and their right to respect** by conducting themselves in a moral manner consistent with the discipline, norms and teachings of the Catholic Church;
3. **Commit to safe and supportive relationships** by not taking advantage of any pastoral or authoritative role for their own benefit; and by adhering to the requirements of the law of Queensland regarding reporting any suspected abuse of children, young people and vulnerable adults;
4. **Respond with integrity to those who are poor, alienated or marginalised** by not acting in an abusive or neglectful manner; and by sharing concerns about suspicious or inappropriate behaviour, confidentially, with the appropriate person in their organisational structure;
5. **Strive for excellence in all their work** by accepting their professional responsibility in the protection of children, young people and vulnerable adults from all forms of abuse; by providing a professional work environment that is free from harassment; and following the policies and procedures of the Archdiocese of Brisbane; and
6. **Maintain appropriate professional boundaries in all contact settings including virtual** by:
 - ~ demonstrating behaviour consistent with role and responsibilities;
 - ~ avoiding inappropriate emotional attachment;
 - ~ not forming or engaging in relationships of a personal or sexual nature;
 - ~ maintaining distance between work and personal space;
 - ~ not accepting gifts or entering into financial relationships or transactions;
 - ~ not disclosing personal information; and
 - ~ avoiding touch, in a manner, which is not a legitimate occupational requirement.

Conduct not consistent with this Code of Ethical Behaviour in the workplace includes, but is not limited to being engaged in activities or situations that can give the appearance of: bullying, sexual or other harassment, exploitation, sexual exploitation, conflict of interest, abuse as defined in the church's Towards Healing document, possession or distribution of pornographic material, abuse of alcohol, drugs or gambling in a way that interferes with the person's service of the Church, any form of criminal conduct including stealing or any other form of theft or any form of assault.

Breaches of this policy could lead to the discipline of those found to be in breach which may eventuate in the termination of employment or termination of voluntary positions.

I have read and understand this Code of Ethical Behaviour

Name: Signature: Date:



Volunteer Confidentiality Agreement

To: The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane

As

(Name of Parish/Agency)

CONFIDENTIALITY AGREEMENT

I understand that during the course of my voluntary arrangement with you, you have and may disclose to me, information which is confidential to you, the Church, your clients and/or parishioners.

I, of

(Your Name)

(Your Address)

recognise that as a requirement of my voluntary arrangement with

(Name of Parish/Agency)

the confidentiality of such information is acknowledged and further:

I agree to keep that information in the strictest confidence for and after the duration of my voluntary arrangement and not to disclose that information directly or indirectly to anyone other than a person you have notified to me to be a person authorised to receive that information;

I will never use that information for my own benefit or for the benefit of any third party;

I agree not to retain any confidential information or documents used by me or others during the term of my voluntary arrangement; and

I also agree that I will promptly, upon leaving this voluntary arrangement and in the event of any demand made by you, hand over to you all notes, correspondence and other written, printed or photographed material in my possession, power or control containing any such information and further that I will not retain other than in the course of my voluntary arrangement any such information.

I, understand and agree that this undertaking shall run to the

(Your Name)

benefit of and be enforceable by your successors or assigns.

Signed:

Dated: