



# THE PARISH OF THE HOLY SPIRIT

## *Te Wairua Tapu*

41 Britannia Street, Petone  
Website: holyspirit.nz

Tel. (04) 971 7885  
email. holyspiritparish41@gmail.com

**Date:** \_\_\_\_\_

**Name of Volunteer:** \_\_\_\_\_

### SAFEGUARDING

Tena Koutou Katoa / Greetings to all volunteers

Our Parish Leadership Team really appreciates the kind and generous volunteer work you carry out on behalf of our Parish. As you know times are changing and we need to implement Safeguarding measures to ensure that we are protecting our children and vulnerable adults within **the Parish of the Holy Spirit, Te Wairua Tapu.**

The Bishops of New Zealand, including Cardinal John have provided us with Policies and Procedures which can be viewed at <https://safeguarding.catholic.org.nz/documents-policies/> And at [https://www.wn.catholic.org.nz/adw\\_type/safeguarding-in-the-archdiocese-of-wellington/](https://www.wn.catholic.org.nz/adw_type/safeguarding-in-the-archdiocese-of-wellington/) From these documents the Bishops (including Cardinal John) have made it clear that the people in the following roles must attend Safeguarding workshops and commit to Safeguarding requirements. These roles include pastoral council members, parish office administrators/secretaries, and all volunteers working with children, young people, or adults who may be vulnerable. It also includes people who have these roles in ethnic chaplaincies in our parishes.

Most of you in these roles have attended the first Safeguarding workshop 1 and now have a good understanding of the necessity for implementing Safeguarding procedures.

The enclosed pack has been compiled for each of our Parishioners who volunteer and work with young people (up to the age of 18 years) and vulnerable adults. The packs comprise the following documents:

- A Parish **Volunteer Application Form** for completion and returned to Nilda Campbell/Maria Ashkettle in the Parish office.
- A Job Description for one of the following Ministries:
  - **Volunteer Leader for the Sacramental Programme**
  - **Extraordinary Minister of Communion of the Sick**
  - **Liturgy of the Word for Children**
  - **Volunteer Altar Server Trainer**
  - **LifeTeen (which targets 13 to 18 year olds)**

- If you don't act in one of the above roles or you do some other role as a volunteer, then a **Volunteer Agreement Form** -needs to be completed.
- The above form needs to be signed and initialled and kept in your local parish by the Safeguarding Administrator.
- You are also required to sign the **Code of Conduct** specific to the Archdiocese of Wellington. It is important that this is read, signed and dated by the volunteer and returned to your Safeguarding Administrator who will keep it in a confidential file at your local Parish.
- To read other Archdiocese Safeguarding documents please go to [https://www.wn.catholic.org.nz/adw\\_type/safeguarding-in-the-archdiocese-of-wellington/](https://www.wn.catholic.org.nz/adw_type/safeguarding-in-the-archdiocese-of-wellington/)

### **Police Vetting Forms**

All volunteers are required to complete a Police vetting process. More information and the application form can be found at <https://safeguarding.catholic.org.nz/wp-content/uploads/2019/09/Safety-Checking-and-Police-Vetting.pdf>

So, on **Section 1** you need to enter your name and the Ministry you undertake for the Parish – e.g., Communion to the Sick, Youth Group, Children's Liturgy. Nilda Campbell/ Maria Ashkettle as Parish Administrator will complete the rest of Section 1.

You also need to:

- Provide a Primary proof of identity and a photograph such as a copy of your Passport or Birth Certificate.
- Provide a Secondary proof of Identity such as a NZ Driver's License or Super Gold Card.
- And thirdly you need to provide a photograph of yourself if your primary proof of identity doesn't include a photo.

**Sections 2 and 3** of the Police Vetting Form are to be completed by you, signed and returned along with **Section 1 of the form**.

- There are two important documents produced by the Church for you to read and they are:
  - **Safeguarding Policy – Working together for a safe Church**  
<https://safeguarding.catholic.org.nz/documents-policies/>
  - **Standards for Creating and Maintaining a Safeguarding Culture**  
<https://safeguarding.catholic.org.nz/documents-policies/>

All signed documents need to be returned to Nilda Campbell/Maria Ashkettle in our Parish office by dropping off or post. If you have any queries, please do not hesitate to phone **Catherine Gardner** on 0211355313 or **Aukusitino Smith** on 02108272932

**Thanks for your support and for carrying out your Ministry**

Regards,

**Catherine Gardner**  
Safeguarding Administrator

**Aukusitino Smith**  
Safeguarding Administrator

