

## Annexure D TEMPLATE VOLUNTEER LETTER

Date

[Volunteer name]

[Note: **Home** postal address]

[Note: **Home** postal address]

[SUBURB STATE POST CODE]

[if sending by email
**By email**: insert email address]

Dear [insert volunteer first name],

**VOLUNTEER ENGAGEMENT LETTER: [INSERT VOLUNTEER’S POSITION/ROLE]**

Thank you for offering to become a volunteer at [insert Parish name]. We are very pleased to have your assistance and acknowledge the valuable contribution made by volunteers.

Your volunteer role is conditional upon the following:

* A Working with Children Check Clearance Number; [delete if not required];
* The completion of a National Criminal History Check [delete if not required]

A statement of the tasks to be undertaken in your voluntary capacity is outlined within the **attached Position Description**. These tasks can be reviewed at your request.

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| **Note**: Delete as appropriate**Option 1**: Use if the volunteer is to work a fixed number of days/hours**Option 2**: Use if the volunteer is to work on an “as needs” basis |

[**OPTION 1**:] It is agreed you will give your services on [insert times/days]. If you are unable to attend for any reason, please notify [insert name of responsible person] as early as possible.

OR

[**OPTION 2**:] It is agreed you will give your services based on the needs of [insert organisation name]. If you are unable to attend for any reason, please notify [insert name of responsible person] as early as possible.

You understand that as a volunteer, no remuneration will be paid for your services. You also understand that your volunteer work does not give rise to a relationship of employment between you and the Diocese of Lismore (**the Diocese**) or any person or entity associated with the Diocese. There is no intention to create any kind of contractual relationship with you.

Before you commence volunteering, we ask that you attend a Work, Health and Safety induction before you commence in your volunteer role.

[Delete as appropriate] Out-of-pocket expenses may be reimbursed to you where [insert conditions], where this is approved in advance and proof of expenditure is provided.

While assisting as a volunteer, it is expected that your conduct will always be consistent with the teachings, values and ethos of the Catholic Church. You are also required to adhere to the policies and procedures of the Diocese, including the Code of Conduct Policy, and to abide by work health and safety obligations, including exercising due care for the health and safety of yourself and others.

[Delete if not appropriate to role] **Reportable Conduct**

From 1 March, 2020, the *Children’s Guardian Act 2019* (the Act)came into effect and provides the legislative framework for the Reportable Conduct Scheme (the Scheme). The Scheme covers all employees (as defined to include volunteers) who are required to hold a Working With Children Check in the Diocese of Lismore.

The Scheme requires reporting of certain conduct known as reportable allegations and convictions of employees made against children.

A reportable allegation includes conduct of:

* A sexual offence,
* Sexual misconduct,
* Physical Assault,
* Ill-treatment of a child,
* Neglect of a child,
* Behaviour that causes significant emotional or psychological harm to a child,
* Failure to reduce or remove risk of [child](http://www5.austlii.edu.au/au/legis/nsw/consol_act/ca190082/s43b.html#child) becoming victim of [child](http://www5.austlii.edu.au/au/legis/nsw/consol_act/ca190082/s43b.html#child) abuse, and,
* Concealing [child abuse offence](http://www5.austlii.edu.au/au/legis/nsw/consol_act/ca190082/s316a.html#child_abuse_offence).

A reportable conviction means a conviction (including a finding of guilt without a court conviction/penalty) of an offence involving reportable conduct (above categories of conduct).

***What does this mean for you as a Volunteer in the Diocese of Lismore?***

1. You have an obligation to report alleged reportable conduct of colleagues towards children both during and outside ‘work’ hours. You must immediately make this report to your Parish Priest or Business Manager or Secretary. If they are unavailable, you are to contact the Diocesan Safeguarding Office on 02) 6621 9444.
2. If an allegation of reportable conduct is made about your behaviour as a Volunteer, the Diocesan Safeguarding Office will report the alleged reportable conduct to the Office of the Children’s Guardian and initiate an investigation. A risk assessment will be undertaken by the Diocesan Safeguarding Office regarding your Volunteer engagement for the duration of the investigation.

**Confidentiality**

You agree to respect the confidentiality of information and documents to which you have access in the course of, or arising from, your volunteer role.

You must not, during your time as a volunteer, or after the cessation of your volunteer role, for any reason, directly or indirectly, use or disclose (or attempt to use or disclose) confidential information.

Confidential information includes, but is not limited to:

* Information about individuals held by the [Insert Name of Diocesan Entity], including but not limited to former, current and future staff and clients;
* Information about the [Insert Name of Diocesan Entity] finances;
* Computer data bases and computer software; and
* All other information obtained from or in the course of your volunteer role that is, by its nature, confidential or personal information.

If you decide that you can no longer continue your services as a volunteer, it would be appreciated if you could inform [insert name] as soon as possible. You can also contact [insert name] if you have any questions or concerns about volunteering at [insert Organisation name].

Thank you again for volunteering your services.

Yours sincerely,

[insert Name]

**[insert Title]**

For and on behalf of the Diocese

**Acceptance**

I have read and understood the conditions of my volunteer role as set out in this letter and I agree to the volunteer role on the terms and conditions contained in it.

|  |  |
| --- | --- |
|  Signature of **[insert volunteer name]** |  Signature of Witness |
|  Date |  Name of Witness |
|  |  Date |

**ATTACHMENT – Volunteer Position Description**

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| --- | --- |
| Volunteer Role: | [insert title of Volunteer role] |
| Purpose: | [insert brief description or sentence about the role. For example, the Volunteer will provide assistance to the events team] |
| Supervision: | [insert details of who the Volunteer will be supervised by or who the Volunteer needs authorisation from to carry out certain tasks] |
| The tasks to be undertaken by you are: | * [insert description of the tasks]
* [insert description of the tasks]
* [insert description of the tasks]
* [insert description of the tasks]
* [insert description of the tasks]
* [insert description of the tasks]
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