



DIOCESE of
PARRAMATTA



The Safeguarding Points Training Guide

A guide for staff and volunteers
throughout the Diocese of Parramatta.



Office for Safeguarding

Welcome

Welcome to the Safeguarding Points Training Guide for all Diocese of Parramatta staff and volunteers.

All staff and volunteers of the Diocese (including Parishes, Chaplaincies, Deanery and Diocesan ministries and councils) who work with Children and adults at risk are required to complete mandatory Safeguarding Training to a value of 6 points while Leaders and Coordinators are required to complete a total of 10 points in training every two years.

We recognise and affirm the time and commitment this training will entail and at the same time understand how it will engender confidence and enhance how you deliver your Ministry.

The Office for Safeguarding's Community Engagement and Education Officer will accompany you on this new Safeguarding journey ready to help you implement it through the online learning portal and face to face for those valuable volunteers who prefer not to learn on-line.

If your role is not included in this guide please contact us directly so we can update the Guide with your role and training needs.

Please note all courses have a Points Value of 2 (two). Mandatory training must be completed first followed with additional training to reach the point allocation for each role.

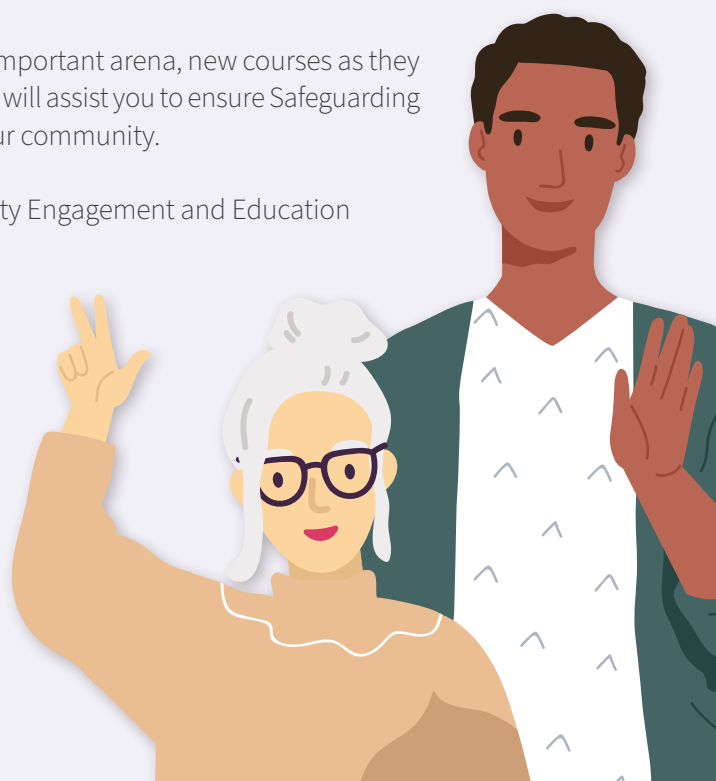
Mandatory training should take approximately 3 hours to complete and additional courses vary from 25-40 mins duration.

Training for all roles must be completed within a calendar year and updated every two years.

Please contact the Community Engagement and Education Officer directly with any questions you might have.

We will also keep you updated on any new legislation in this important arena, new courses as they become available and articles and other training resources that will assist you to ensure Safeguarding training is well understood and implemented throughout your community.

Need more information? Contact: Sonia Fingleton, Community Engagement and Education Officer email: sonia.fingleton@parracatholic.org or Phone: 0476 886 024



The three mandatory training courses each have a value of **2 points** for a total value of **6 points**.



1
Introduction to Safeguarding



2
Understanding Child Abuse and Reportable Conduct



3
Safeguarding Adults at Risk

Optional Courses each with a value of **2 points**:



4
Protection through Participation:
Involving Children in Child Safe Practices



5
Protection through Participation for Children with Disability



6
Domestic and Family Violence-it does not discriminate by postcode



7
Elder Abuse Awareness



8
Domestic and Family Violence - a multicultural perspective



9
Vos Estis Lux Mundi (for Clergy)

Please note: Your Parish/Agency will invite you to register for the Safeguarding Points Training website. Training undertaken on-line without that Parish/Agency invitation will not be recognised as completed Compliance Training

All roles are listed in alphabetical order noting the number of Safeguarding Points each role must attain to complete the Safeguarding Compliance Training.

An *(asterisk) questions if the featured role works directly with children because it can vary among Parishes. Those who work directly with children and young people will require a Working with Children (WWCC) and those who don't will not require a WWCC.

Parish Staff Roles	Points Allocation	Mandatory Training	Additional Training	Working With Children Check Required
EXAMPLE: Acolyte/Adult Server Coordinator	10	1,2,3	(eg 4 & 6)	✓
Acolyte/Adult Server Coordinator	10			✓
Acolyte / Altar Server – Adult	6			✓
Adorations Coordinator	10			✗
Advent/Lenten Group Leader*	10			✗
Altar Server – Child/Youth	0			✗
Baptismal Preparation Coordinator	10			✓
Baptismal Preparation Team Member	6			✓
Bereavement Ministry Coordinator*	6			✗
Bereavement Ministry Team Member	6			✗
Bible Study Coordinator*	6			✓
Cantor*	6			✓
Child Care for Parish Events Coordinator/Team Member	10			✓
Child Care for Parish Events Team Member	10			✓
Children's Liturgy Coordinator/Team Member	10			✓
Children's Program Coordinator	10			✓
Choir Coordinator*	10			✓
Choir Member/Music Ministry Coordinator	6			✓
Church and Parish Decorating	6			✗
Collections Team Leader	6			✓
Collection Counter	6			✗
Collector*	6			✓
Community Outreach Coordinator*	10			✓
Community Outreach Team Member	6			✓
Copyright Coordinator	6			✗
Deanery Pastoral Council Member	10			✓
Diocesan Pastoral Council Member	10			✓
Ecumenical Support Coordinator	10			✗
Ecumenical Support Team Member	6			✗
Evangelisation Coordinator*	10			✓

Mandatory Courses (6 Points in Total):

1. Introduction to Safeguarding
2. Understanding, Responding and Reporting Child Abuse
3. Safeguarding Adults at Risk

Additional Training Courses:

1. Protection through Participation: Involving Children in Child Safe Practices
2. Protection through Participation for Children with Disability
3. Elder Abuse Awareness
4. Domestic and Family Violence-it does not discriminate by postcode
5. Domestic and Family Violence - a multicultural perspective
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Parish Staff Roles	Points Allocation	Mandatory Training	Additional Training	Working With Children Check Required
Extraordinary Minister of Holy Communion Coordinator	10			✓
Extraordinary Minister of Holy Communion of the Sick to Homes/Institutions*	10			✓
Extraordinary Minister of Holy Communion	6			✓
Faith Formation/Enrichment Coordinator*	10			✓
Faith Formation Enrichment Team Member	6			✓
Family Groups Coordinator	10			✓
Family Groups Team Member	6			✓
Finance Manager	6			✗
Floral Arranger	6			✗
Hospitality Coordinator*	10			✓
Hospitality Team Members	6			✓
Impact Groups/Small Group Ministry Coordinator*	10			✓
Impact Groups/Small Group Ministry Team Member*	6			✓
Interfaith Support Team/Coordinator*	10			✓
Interfaith Support Team Member*	6			✓
Interpreter (Auslan)*	6			✓
Liturgy Committee Coordinator*	10			✓
Liturgy Committee Team Member*	6			✓
Liturgical Hospitality: Greeters and Ushers	6			✓
Liturgical Hospitality Coordinator*	10			✓
Liturgy of the Word with Children Coordinator	10			✓
Liturgy of the Word with Children Helper	10			✓
Liturgy of the Word with Children Leader/Presider	10			✓
Maintenance Manager	10			✗



Parish Staff Roles	Points Allocation	Mandatory Training	Additional Training	Working With Children Check Required
Maintenance Team Member / Custodian	6			✗
Marriage Preparation Coordinator	10			✗
Men's Group Coordinator	10			✗
Minister of the Word*	6			✓
New Parishioner Welcome and Visitation Team Member	6			✓
Parish Cleaners Coordinator*	10			✗
Parish Cleaner Team Member*	6			✗
Parish Communications / Social Media Coordinator	10			✓
Social Media / Communication Team Member	6			✓
Parish Feast Coordinator	10			✓
Parish Feast Team Member	6			✓
Parish Event Activities Coordinator/Leader*	10			✓
Parish Event Activities Helper*	6			✓
Parish Finance Council Member	6			✗
Parish Fundraising Committee Coordinator*	10			✓
Parish Fundraising Committee Member*	6			✓
Parish Office Assistant Volunteer	6			✓
Parish Pastoral Council Chairperson	10			✓
Parish Pastoral Council Member	10			✓
Parish Photographer / Videographer	6			✓
Parish Priest and Assistant Parish Priests	10			✓
Parish Secretary	10			✓
Parish Transport Provider*	10			✓
Pastoral Care Coordinator*	10			✓
Pastoral Care Team Member*	6			✓
Pastoral Visitor Coordinator*	10			✓
Pastoral Visitor*	6			✓
Piety Stall Coordinator	10			✗

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2. Understanding, Responding and Reporting Child Abuse
3. Safeguarding Adults at Risk

Additional Training Courses:

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2. Protection through Participation for Children with Disability
3. Elder Abuse Awareness
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Parish Staff Roles	Points Allocation	Mandatory Training	Additional Training	Working With Children Check Required
Piety Stall Team Member	6			✗
Playgroup Coordinator	10			✓
Playgroup Team Member	6			✓
Prayer Group Coordinator*	10			✓
Reader / Lector Coordinator *	10			✓
Reader*	6			✓
Rite of Christian Initiation for Adults (RCIA) adapted for Children of Catechetical Age Catechist	10			✓
Rite of Christian Initiation for Adults (RCIA) Catechist	6			✗
Rite of Christian Initiation for Adults (RCIA) Director	10			✓
Religious Education Catechist	6			✓
Religious Education Coordinator	10			✓
Sacramental Preparation Coordinator	10			✓
Sacramental Preparation Team Member	6			✓
Sacristan	10			✓
Seminarians	10			✓
Social Justice Coordinator*	10			✓
Social Justice Team Member*	6			✓
Special Religious Education (SRE) Coordinator	10			✓
Stewardship Coordinator*	10			✓
Stewardship Team Member*	6			✓

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Chancery Staff Roles	Points Allocation	Mandatory Training	Additional Training	Working With Children Check Required
Accounts Officer	6			✗
Admin Support / Admin Assistant	6			✗
Administrative Officer - Safeguarding	6			✓
Receptionist	6			✗
Cleaner	10			✗
Chancellor - Administration	10			✓
Chief of Operations & Finance	6			✓
Clergy Healthcare and Administration Support Officer	6			✗
Clergy Healthcare Coordinator	6			✗
Communications Officer	10			✓
Community Engagement and Education Officer	6			✓
Coordinator - Marriage Education Support and Enrichment	6			✗
Coordinator/Educator - Natural Fertility Services	6			✗
CRM, Development and Bequest Specialist	6			✗
Customer Consultant	6			✗
Director - Catholic Youth Parramatta	10			✓
Director - Confraternity of Christian Doctrine	6			✓
EA to the Chief of Operations & Finance	6			✗
Executive Assistant to Bishop Vincent	10			✓
Facilities Management Coordinator	6			✗
Facilities Officer	6			✗
Finance Manager	6			✗
Financial Accountant	6			✗
Fundraising Campaign Manager	6			✗
General Manager / DDF	10			✗
Head of Clergy Health and Wellbeing	10			✗
Head of Communication Services	10			✓
Head of Finance / DDF	10			✗

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Chancery Staff Roles	Points Allocation	Mandatory Training	Additional Training	Working With Children Check Required
Head of Financial Services	10			✗
Head of Fundraising - The Parramatta Catholic Foundation	10			✗
Head of Information & Communications Technology	10			✗
Head of Lending and Operations / DDF	10			✗
Head of Property Development Services	10			✗
Head of Risk, Compliance & Assurance	10			✗
Head of Safeguarding	10			✓
HR Admin Support	6			✗
HR Adviser	6			✗
Human Resources Manager	10			✗
ICT Support Officer	6			✗
Investment Analyst / DDF	6			✗
Lead Creative	6			✗
Liturgy Administrative Support Assistant	6			✗
Liturgy Educator - Office for Worship	10			✓
Local Engagement Leader - Catholic Youth Parramatta	6			✓
Manager – Property Developments	6			✗
Manager, Legal - Safeguarding	10			✓
Office Manager / Tribunal	6			✗
Office Manager - Confraternity of Christian Doctrine	6			✓
Parish Relationship Manager & Internal Communications	10			✓
Parish, Clergy and Seminary Finance Manager	6			✗
Pastoral Planning Office - Director	10			✗
Pastoral Planning Project Officer	6			✗

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Chancery Staff Roles	Points Allocation	Mandatory Training	Additional Training	Working With Children Check Required
Professional Officer – Healing and Support	10			✓
Property Assets Manager	6			✗
Records and Archive Manager	10			✓
Risk and Compliance Officer	6			✗
Security	6			✓
Vicar for Communications	10			✓
Vicar General and Moderator of the Curia	10			✓
Vicar Genral and Episcopal Vicar for Education and Formation	10			✓
Visa Administration, HR Department	6			✗
Web Developer	6			✗

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