

## **Reporting Process**

“Duty of Care” is an important principle of management and screening for all ministry positions, lay and professional. The fact is that we, as a church organization with vulnerable people in our midst, have a legal duty to do all that we can to ensure they are safe. For our parishes you fulfill your “duty of care” by ensuring that your current Volunteer Management and Screening practices are up to date and setting into place a process that will ensure that this work continues for the long term.

For the diocese, we attempt to fulfill our "duty of care" responsibilities in three ways:

- By setting clear expectations for parishes regarding the implementation of this program;
- Ensuring that parishes are well trained and supported regarding volunteer management and screening; and
- By providing regular and diligent follow-up with parishes that will include reporting measures such as these as well as intermittent audits of parish records.

In the resources section of the webpage, you will find the entire "Volunteer Management and Screening Reporting Process".