

Safeguarding Training Confirmation of Completion Form

Personal Details

First Name: .
Family Name: .
Date of Birth: .
Gender: ☐ Male ☐ Female ☐ Undisclosed
Phone: .
Email address: .

Archdiocese of Brisbane clergy and employees must complete all safeguarding training via the Arch e-Learn system. Training completed via the Archdiocese website will not be recognized.

Safeguarding training completed. (select one or more)

- ☐ Safeguarding Induction (Level 1) ☐ Local Safeguarding Representative Training
☐ Applied Safeguarding Training (Level 2) ☐ Integrity in Ministry Training
(Clergy, Religious, Seminarians, Aspirants, Postulants, Novices)

CONFIRMATION

Please read and confirm the following statements by selecting the checkboxes. (*All statements must be confirmed)

- ☐ I have completed the assigned training in its entirety.
☐ I understand the Archdiocese has zero tolerance for all forms of abuse.
☐ I understand that when working for the Archdiocese the safety & wellbeing of children and adults-at-risk is paramount.
☐ I understand that when working for the Archdiocese I am obliged to respond to, and report, all safeguarding and abuse concerns, disclosures, allegations, reports, complaints and incidents (past or present) which come to my attention.
☐ I understand that it is a criminal offence to fail to report a suspected child sexual offence (past or present).
☐ I understand that if I fail to comply with, or breach Archdiocesan safeguarding policies, practices or obligations I may be subject to disciplinary action up to and including being dismissed/terminated and reported to the authorities.

Signature: _____

Date: Click or tap to enter a date.

VERIFICATION

I verify that the person completing this form is currently working for the Parish/Ministry/Community and the details provided in this form are accurate.

Signature: _____

Date: _____

Name: _____ Roles/Position: _____

Parish/Ministry/Community: _____

Send completed and verified forms to the People & Culture (HR) Office by:
Email: volunteers@bne.catholic.net.au OR Post: People & Culture PO Box 282 Brisbane Qld 4001

Privacy

Generally, the Archdiocese of Brisbane collects, uses and holds personal information if it is reasonably necessary for or directly related to the performance of Archdiocesan functions and activities. This may include for the purpose of fulfilling Archdiocesan mission and directions, facilitating internal business operations and complying with legal or regulatory requirements. Generally, the Archdiocese only uses or discloses personal information for the purposes for which it was collected (as set out above). Except as otherwise permitted by law, the Archdiocese only collects and discloses sensitive information where consent is provided and if the information is reasonably necessary for the performance of our functions and activities (set out above).