

**STANDARD WORKING AGREEMENT FOR INDEPENDENT RISK ASSESSEMENTS  
COMMISSIONED BY THE CATHOLIC CHURCH IN ENGLAND & WALES**

This Agreement relates to an assessment of risk commissioned by .....

Diocese/Religious Congregation\*, with the approval of the Bishop or Congregation Leader.....

Name of Safeguarding Co-ordinator/Officer.....

The subject of the risk assessment is .....

The assessment work will be undertaken by .....

The work undertaken will consist of:

Number of individual sessions: ..... Based at: .....

Number of groupwork sessions: ..... Based at: .....

Residential assessment period: ..... Based at: .....

The specific areas of risk to be assessed are:

**The Assessment Report**

The Assessment Report will be prepared for distribution no later than .....

The Assessment Report is the property of the commissioning Diocese/Religious Congregation\*, & will be held securely & confidentially by them for 100 years in line with the recommendations of A Programme for Action (Lord Nolan, 2001), and for the purposes of child and vulnerable protection and the prevention of abuse. It will be made available only to those entitled to access it to fulfil their responsibilities for the protection of children and the prevention of abuse.

Copies of the Report will be sent to the commissioning Bishop or Congregation Leader, and those with delegated responsibility for Child and Vulnerable Adult Protection in the Diocese/Religious Congregation, and, in the interests of transparency, a copy will be provided to the subject of the assessment.

**NB Assessment Reports must not contain 3<sup>rd</sup> party information; where such**

**information must be shared with those responsible for Child and Vulnerable Adult Protection in the Commissioning Diocese/Religious Congregation, it should be provided as a separate addendum to the Report, and anonymised as appropriate.**

Safeguarding Policies

The National Policies & Procedures of the Catholic Church in England & Wales in relation to Child Protection & the protection of Vulnerable Adults will be followed by the assessors in carrying out this work; **all Child and Vulnerable Adult Protection issues raised during the work will be reported to the Safeguarding Co-ordinator named above.**

The risk assessors quality standards & evaluation processes are as follows:

Financial Arrangements:

The cost of the assessment will not exceed .....

Contact details .....

**Any unavoidable changes to this agreement must be notified to the other party as soon as they are known.**

Signed for Diocese/Religious Congregation .....

Date.....

Signed for Assessment Organisation .....

Date .....

\* Delete as appropriate

## WRITTEN AGREEMENT FOR VOLUNTEERS

Name of Worker \_\_\_\_\_

We Welcome you At \_\_\_\_\_

Name of Group \_\_\_\_\_

Meeting Details \_\_\_\_\_

Age Ranges \_\_\_\_\_

We put a very high value on all our work with children, young people and vulnerable adults. We want to make sure you know the resources and support available to you. We intend you should not work unsupported or unsupervised.

The person designated to give you support is \_\_\_\_\_

The particular responsibilities of your role have been discussed with you in detail. Any further questions that arise from time to time can be discussed with

\_\_\_\_\_

We want to help you give the best possible service to your group, so we will meet with you to talk about your work with children, young people or vulnerable adults. Training needs will also be discussed with you and opportunities to develop your skills made available to you.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Parish Priest/Designated Person

### TO BE COMPLETED BY THE APPLICANT

I have read the Church's policies for safeguarding children, young people and vulnerable adults. I understand that it is my duty to safeguard the children and young people and vulnerable adults with whom I have contact. I know what action to take in cases of suspected or alleged abuse and agree to adhere to the Code of Conduct.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

NB Two copies of this form should be made. One copy should be given to the individual and the other retained by the person responsible for the appointment.