



This protocol outlines for Parish Priests and Parish workers the processes for screening persons working with children.

PROTOCOL: WORKING WITH CHILDREN CHECKS FOR EMPLOYMENT

Key obligation

- 1.1 The Archdiocesan Chancery and parishes will fully comply with the relevant child protection and vulnerable people legislation as enacted in the jurisdictions of NSW and ACT.
- 1.2 The Archdiocese through its policy and related procedures, and those of its agencies and institutions, is totally committed to the care and protection children, young and vulnerable people.

Implementation

- 2.1 The Institute of Professional Standards and Safeguarding (IPSS) will maintain a central data base of those people registered to work in parishes with children in the NSW and ACT jurisdictions.

2.2 Paid Employees

Paid employees engaged to work with children will be required to provide the necessary documentation to Archdiocesan Employment Services before they can be entered onto the payroll system. The parish/archdiocese will pay/refund the Working with Vulnerable People registration fees (ACT) and Working with Children Checks (NSW) fees.

2.3 Volunteers

2.3.1 **NSW** – parishes will forward the details of those volunteers who require a ‘Working with Children Check’ to IPSS. The individual’s detail will be verified online and the parish advised of the individual’s status. The document *5.5a Check list: NSW Parishes- WWCC verification and record keeping* will provide guidance on this process.

- A complete record of the check will be maintained on a data base at IPSS.
- Parishes will be annually asked by IPSS to verify and update their records of WWC Check data.

2.3.2 **ACT** – parishes will forward the details of those volunteers who have registered to work with vulnerable people. The document *5.5b Check list: ACT Parishes- WWVP verification and record keeping* will provide guidance on this process.

- The information will be entered into the IPSS data base.
- Parishes will be annually asked by IPSS to verify and update their records of WWVP data.

2.3.3 **Chancery** - the names of volunteers engaged by the Chancery will be forwarded to IPSS. IPSS will confirm the volunteer’s status in the relevant jurisdiction entering their name on the central data base.

2.4 Paid Employees

The details of paid employee information, including parish priests and religious, will be entered into the central data base maintained by the IPSS.

Paid employees engaged to work with children and/or vulnerable people are required to register prior to taking up their engagement with the Archdiocese. Their registration details will be confirmed by Archdiocesan Employment Services or IPSS either by sighting their card details (ACT) or going on line (NSW).