



This protocol outlines the Archdiocese's processes ensure all visiting Clergy, Religious and Lay Ministers have appropriate clearance to minister in the Parish.

PROTOCOL: VISITING CLERGY, RELIGIOUS AND LAY MINISTERS

Key obligation

Each Parish must ensure that all Clergy, Religious and Lay Ministers wishing to visit this Archdiocese to carry out a Ministry or Apostolate must have appropriate clearance to minister in the Archdiocese.

1. Relevant Guidance from *Towards Healing*

45.6

Whenever a cleric or religious is to transfer from one diocese or institute to another, (whether within Australia or coming from overseas) or is to carry out a ministry or apostolate in another diocese or institute, the Church Authority to which the person is to be transferred shall ask for a written statement from the cleric or religious indicating whether there have been any substantiated complaints of abuse against him or her or whether there are known circumstances that could lead to a complaint of abuse. Such statements shall be held as confidential documents by the Church Authority.

45.7

In these same circumstances the Church Authority in the diocese or institute where the cleric or religious previously lived and worked, shall provide a statement in writing to the new diocese or institute indicating whether such authority knows of any complaints of abuse which have been substantiated or is aware of circumstances that could lead to a complaint of abuse, or whether it considers that there would be an unacceptable risk to children, young people or vulnerable adults if the person were to be allowed to engage in particular kinds of ministry. Where there has been a substantiated complaint, the Church Authority shall furnish all information necessary to evaluate the seriousness of the offence, and shall report on all treatment undertaken, and other measures employed to ensure that further offences do not occur. Such statements shall be held as confidential documents by the Church Authorities

2. Responsibilities of Clergy and Religious

2.1 For clergy and religious with an ACMR (preferred) or a Greater Sydney Ministry Card:

- Forward your ACMR number and details of your Working with Children and/or Vulnerable People check as outlined in Table 1 to IPSS at ipss@cg.org.au; or
- Forward details of your Greater Sydney Ministry Card and your Working with Children and/or Vulnerable People check as outlined in Table 1 to IPSS at ipss@cg.org.au.

2.2 For clergy and religious without an Australian Catholic Ministry Register Number (ACMR) or a Greater Sydney Ministry Card:

- Download and complete the following forms:
 - Clergy/Religious Personal Declaration for visit to Canberra Goulburn Archdiocese
 - Church Authority Declaration for visit to Canberra Goulburn Archdiocese
- Forward completed Declaration forms and details of your Working with Children and/or Vulnerable People check as outlined in the following table to the Institute for Professional Standards and Safeguarding (IPSS) at ipss@cg.org.au.



3. Responsibilities of the Archdiocese

On receipt of the documentation and prior to the planned visit, IPSS will review the documentation provided and once the relevant verifications are completed, IPSS will issue a confirmation email to:

- The Parish Priest (and his parish secretary) where the visit will take place; and
- The visiting Clergy, Religious or Lay Minister to advise of your clearance to perform ministry in a parish/with a religious movement/group at a certain date and time.

IPSS will keep a record of all clearances for visiting Clergy, Religious and Lay Ministers within the Archdiocese.

3. Clearance

Visiting clergy with faculties whose clearance/registration to work with children and/or vulnerable people is not held in NSW and/or the ACT are required to inform IPSS every time they visit this Archdiocese to perform Ministry. Each visit is recorded to ensure that the number of exemptions to perform Ministry without the relevant ACT/NSW screening registration/clearance does not exceed the maximum allowed under the relevant NSW and/or ACT legislation. Please contact IPSS if you have any questions.

Table 1.

Details to be provided to enable verification of Working with Children or Vulnerable People Clearance:

State/Territory	Details Required
New South Wales <i>WWCC clearance</i>	<ul style="list-style-type: none"> • Surname (as appears on WWC Clearance) • WWCC number • Date of birth
Northern Territory <i>WWC Card or Ochre card</i>	<ul style="list-style-type: none"> • Given Name • Surname • Clearance Notice Number <i>or</i> Date of Birth
Queensland <i>Blue card</i>	<p><i>Provide photocopy of Card ensuring the following is visible:</i></p> <ul style="list-style-type: none"> • Name • WWCC Blue Card Number • Expiry date
South Australia <i>Child related Employment Screening</i>	<ul style="list-style-type: none"> • Name • Date of Birth • Screening Type • Screening reference Number and/or clearance date
Tasmania <i>Registration to work with Vulnerable People</i>	<p><i>Provide photocopy of Card ensuring the following is visible:</i></p> <ul style="list-style-type: none"> • Family Name • WWC Card Number
Victoria <i>Working with Children Check</i>	<p><i>Provide photocopy of Card ensuring the following is visible:</i></p> <ul style="list-style-type: none"> • Family Name • WWC Card Number
Western Australia <i>Working with Children Check</i>	<p><i>Provide photocopy of Card ensuring the following is visible:</i></p> <ul style="list-style-type: none"> • Family Name (as appears on WWC Card) • WWC Card Number

Need more information?

Please contact the Institute for Professional Standards and Safeguarding: IPSS@cg.org.au