*This checklist is to support Parishes in keeping effective WWCC records.*

The Institute for Professional Standards and Safeguarding (IPSS) has developed this Working with Children Check (WWCC) Checklist for the Parishes of the Catholic Archdiocese of Canberra and Goulburn to help Parishes become aware of and compliant with NSW legislation.

This checklist provides step by step instructions for each Parish to keep appropriate records around the verification of the WWCC status of any person working in the Parish in a child-related role. Failure to be compliant with the *Child Protection (Working with Children) Act 2012 (NSW)* legislation can result in significant fines. For further information or assistance please email IPSS [ipss@cg.org.au](mailto:ipss@cg.org.au).

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| --- | --- | --- |
| Task | Details | Completed? |
| All child-related positions within the Parish community have been identified. | Refer to the *Fact Sheet: Who must obtain a WWCC / WWVP clearance in a Parish?* | yes |
| All those working or volunteering in child-related positions have a verified Working With Children’s Check. | Online form [*https://wwccheck.ccyp.nsw.gov.au/ Applicants/Application*](https://wwccheck.ccyp.nsw.gov.au/Applicants/Application) | yes |
| All renewals of Working With Children’s Check have been identified and verified. | To verify a Working With Children’s Check follow the procedure below | yes |
| Administration practices are in place to keep all verified WWCC details indefinitely. | Refer to the *Fact Sheet: Storing and sharing child protection records* | yes |
| Identified procedures are in place if a worker/ volunteer is barred, becomes barred or refuses to get a Working With Children’s Check. | Refer to the *Protocol: Working with Children Checks for Employment* | yes |
| Procedures are in place to inform the Parish Priest and IPSS of misconduct involving children. | Refer to the *Protocol: Reporting child related adult behaviour of concern* | yes |

**Process to verify WWCC status in a NSW Parish**

To verify a Working with Children Check in an Archdiocese of Canberra Goulburn NSW Parish, please follow these steps:

1. Record the following details from the person requiring verification:

* + Full name
  + Date of birth
  + WWCC number

2. Email [ipss@cg.catholic.edu.au](mailto:ipss@cg.catholic.edu.au) requesting the person’s WWCC status to be verified. Include the information recorded in Step 1.

3. IPSS will verify the status of the person/s online with the Office of the Children’s Guardian. The Parish will be informed as soon as practicably possible of this verification status.

4. Parish staff must wait for this information about the WWCC status of the person before allowing him/her to work in a child-related role.