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

The Institute for Professional Standards and Safeguarding (IPSS) has developed this Working with Vulnerable People registration (WWVP) checklist for the Parishes of the Catholic Archdiocese of Canberra and Goulburn to help Parishes become aware of and compliant with ACT legislation.

This checklist provides step by step instructions for each Parish to keep appropriate records around the WWVP status of any person working in the Parish in a child-related role. Failure to be compliant with the *Working with Vulnerable People (Background Checking) Act 2011 (ACT)* 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 current Working with Vulnerable People card. | Online form [https://form.act.gov.au/smartforms/ landing.htm?formCode=1318](https://form.act.gov.au/smartforms/landing.htm?formCode=1318) | yes |
| All Working with Vulnerable People cards have been sighted and copied (both sides – preferably in colour).  *\*Scanned copies are forwarded to IPSS.* | Original WWVP cards must be sighted for currency and both sides of the card photocopied so all details are clear | yes |
| Administration practices are in place to keep all copies of WWVP cards indefinitely. | Refer to the *Fact Sheet: Storing and sharing child protection records* | yes |
| Identified procedures are in place if a worker/volunteer receives a negative notice, the registration is cancelled or refuses to get a Working with Vulnerable People card. | 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 |

\*ACT Parishes are required to forward the details of those volunteers who are registered to work with vulnerable people to IPSS. This is done by forwarding a scan of the WWVP card of each volunteer to [ipss@cg.org.au](mailto:ipss@cg.org.au). This information is then entered into the IPSS database.