



*This fact sheet outlines the records each Parish is required to maintain in relation to child protection records.*

## FACT SHEET: STORING AND SHARING CHILD PROTECTION RECORDS

By law, child protection records must be kept by Parishes. They also assist with any queries or investigations in future. All parishes and agencies must keep records of the information listed below and provide them to the Vicar General when requested. If you receive a request for child protection records from a government or non-government agency, you should immediately contact the Manager of the Institute for Professional Standards and Safeguarding (IPSS).

This should be read in conjunction with [Advice: Parish Records Archiving Procedures.](#)

### Records relating to children

- Each child's name and date of birth
- Consent forms signed by the child's parent or guardian
- The activities the child participates in and the person who conducts or supervises those activities
- Details of the child's allergies or other medical needs

### Records relating to reportable crimes (to be completed by a person who reports a matter to the AFP / NSW Police)

- The date they became aware of the suspected reportable crime
- Names of the alleged victim and perpetrator (unless the victim has requested their name be kept confidential)
- Any correspondence with any other person regarding the suspected reportable crime, including file notes of conversations
- A copy of the report made to the AFP / NSW Police

### Records relating to other child protection concerns

- The person who raised the matter and date it was raised
- The name of the alleged victim and/or perpetrator (unless the victim wishes to remain confidential)
- Brief details of the matter
- The date the matter was notified to IPSS
- Copies of any other documents created in relation to the matter, before or after it was reported to the Vicar General, including file notes of any conversations

### Records relating to persons who work with children

- Each person's full name and date of birth

#### NSW

- Each person's Working with Children Check (WWCC) number and expiry date

#### ACT

- Each person's Working with Vulnerable People (WWVP) number and expiry date
- Photocopy of both sides of each sighted card
- Details of any person whose WWVP or WWCC could not be verified
- CVs or resumes
- Notes of interviews
- References received or notes of reference checks
- Employment agreements
- Contractor agreements
- Volunteer agreements
- Correspondence or other documents relating to disciplinary matters