



The Catholic Archdiocese of  
Canberra and Goulburn

# WORKING WITH CHILDREN AND VULNERABLE PEOPLE CHECKS FOR EMPLOYMENT

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## 1. POLICY

The archdiocese will maintain a central data base of those people registered to work with vulnerable people (including children) in the NSW and ACT jurisdictions.

## 2. IMPLEMENTATION

### 2.1 Paid Employees

Paid employees engaged to work with vulnerable people 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.

### 2.2 Volunteers

In both the NSW and ACT office staff will enter the details of those volunteers who will be working with vulnerable people into the PACS system.

**2.2.1 NSW** – parishes will forward the names of those volunteers who require a ‘working with children check’ to the Archdiocesan Professional Standards Officer (PSO). The individual’s detail will be verified online and the parish advised of the individual’s status.

- A complete record of the check will be maintained on a data base at the Archdiocesan Office.
- Parishes will forward an annual return to the Archdiocesan Office.

**2.2.2 ACT** – parishes will forward the details of those volunteers who have registered to work with vulnerable people.

- The information will be entered into the archdiocesan data base.
- Parishes will forward an annual return to the Archdiocesan Office.

### 2.2.3 Curia

The names of volunteers engaged by the curia will be forwarded to the Professional Standards Officer (PSO). The PSO will confirm the volunteer’s status in the relevant jurisdiction entering their name on the central data base.

### 2.3 Paid Employees

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

- **Paid employees** engaged to work with 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 Professional Standards Officer) either by sighting their card details (ACT) or going on line (NSW).

