



Fact sheet: Keeping and Sharing Safeguarding records

It is a legal requirement to retain safeguarding records. Records should also be kept to assist with any future queries or investigations. It is the policy of the Archdiocese to keep any safeguarding documentation permanently.

All parishes and agencies must keep records of the information listed below and provide them to the Safeguarding Office when requested. If you receive a request for safeguarding records from a government or non-government agency, you should immediately contact the Safeguarding Office for advice and assistance.

Records relating to Children

- Each Child's name and date of birth
- Consent forms signed by the Child's parent or guardian
- Documents recording 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 the person who reports the matter to the NSW Police

- The date they became aware of the suspected Reportable Crime
- Names of the alleged victim and Suspected Person
- Any correspondence with any other person regarding the suspected Reportable Crime, including file notes of conversations
- A copy of the report made to the NSW Police

In addition to the above, the Parish Priest/Agency Head/Safeguarding Office should retain a record of any action taken in relation to the matter that was reported.

Records relating to other Safeguarding Complaints

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

Records relating to Workers

- Each person's full name and date of birth
- Each person's WWCC number and expiry date
- A copy of each person's signed Code of Conduct
- Names of applicants whose WWCCs could not be verified
- Delegations to other parish or agency staff to verify WWCC details on the Parish Priest (or administrator) or Agency Head's behalf
- 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
- Records of attendance at safeguarding child