



Working with Children Check Checklist for Parishes

The Safeguarding Office has developed this Working with Children Check Checklist for the Parishes of the Archdiocese to help them become aware of and compliant with the *Child Protection (Working with Children) Act 2012* (NSW). This checklist provides step-by-step instructions on how to register with the NSW Office of the Children’s Guardian and how to verify and renew Working with Children Check numbers.

Failure to comply with the *Child Protection (Working with Children) Act 2012* (NSW) can result in fines of up to \$11,000. For further information or assistance please email the Safeguarding Office on safeguardingenquiries@sydneycatholic.org

Item	Yes	No	More information
Parish is registered online with the NSW Office of the Children’s Guardian.			To register follow this link www.kidsguardian.nsw.gov.au/check
Parish Priest has been nominated to be contacted in regards to a serious matter.			
All Child-related positions within the Parish/Agency community have been identified.			Refer to <i>Fact Sheet: Who Needs a Working with Children Check</i>
All those working or volunteering in Child-related positions have a verified Working with Children Check.			Online application form www.kidsguardian.nsw.gov.au/check .
All renewals of Working with Children Checks have been identified and verified.			To verify a WWCC follow this link www.kidsguardian.nsw.gov.au/check
Administration practices are in place to keep records of all verified Working with Children Checks indefinitely.			Refer to <i>Fact Sheet: Keeping and sharing safeguarding records</i>
Identified procedures are in place if a worker/Volunteer is barred, becomes barred or refuses to get a Working with Children Check.			Refer to <i>Protocol: Screening of Workers</i>
Procedures are in place to inform the Safeguarding Office of misconduct involving Children.			Refer to: <ul style="list-style-type: none"> • <i>Flowchart: Reporting Safeguarding Complaints</i>; and • <i>Form: Reporting Details of Safeguarding Complaint</i>