

# Sharing Knowledge

**“Start by doing what is necessary, then what is possible and suddenly you are doing the impossible”**

**– St Francis of Assisi**



## Sharing Knowledge Resource 4.

### Working With Children's Check Administration Guidance

It is important that every WWCC you have for workers and volunteers is verified by you on the Office of the Children's Guardian employer Portal. You need to ensure that details and contact information are correct and up to date. Below the Safeguarding Office has put together a WWCC Administration Guidance checklist for Parishes and Chaplaincies to use.

Question	Yes	No	Further information
Has the Parish and/or Chaplaincy established an employer Portal by registering online with the Office of the Children's Guardian?			If you answered <b>No</b> click <a href="#">here</a> to find out how to create an employer portal.
Has the Parish and/or Chaplaincy had to open a “new” employer Portal as they have been unable to access the original employer Portal? This could have be as a result of not being able to find the login details to access the existing Portal.			If you answered <b>Yes</b> please call the Office of the Children's Guardian on (02) 8219 3777 and ask them to provide a <b>Verification History Report</b> and to <b>deactivate</b> the old account. You will need to <b>reverify</b> all the Workers WWCC's from the old account that are still active in your Parish or Chaplaincy.
Is the nominated contact person for your portal the current Parish Priest?			If you answered <b>No</b> please <a href="#">click here</a> to update.
Is the Parish and or Chaplaincy using Parish specified email addresses rather than personal email addresses for the contact persons? This means that if the Parish Priest moves to another parish or the contact person leaves the parish, your parish can still access the Portal and be contacted by the Office of the Children's Guardian.			If you answered <b>No</b> please click <a href="#">here</a> to update contact details to a generic Parish email address that can be accessed regardless if Parish Priest or contact person changes roles. For example <i>parishpriest@stcatherines.org</i> or <i>secretary@stcatherines.org</i> or <i>PSSO@stcatherines.org</i>
Has the Parish and/or Chaplaincy recorded the login details to access the employer Portal for future reference? Does the Parish Priest, the Safeguarding Support Officer and Secretary know where this information is held?			If you answered <b>No</b> please record this information and keep it in a secure location known to the Parish Priest, the Safeguarding Support Officer and the Secretary.
Has your Parish and/or Chaplaincy been contacted by the Office of the Children's Guardian in relation to WWCC's at any time?			If you answered <b>Yes</b> please email the Safeguarding Office and provide information regarding the correspondence and why the Office of the Children's Guardian contacted you.