



## FACT SHEET: Working with Children Checks in Parishes

We acknowledge that ministry looks very different in Parishes across the Archdiocese and it is important to recognise this. The information below provides guidance and must be interpreted in terms of the specific details of each role carried out in the Parish. In NSW, the *Child Protection (Working with Children) Act 2012* stipulates who requires a Working with Children Check (**WWCC**). The WWCC scheme in NSW is monitored and audited by the Office of the Children's Guardian (**OCG**).

### What is a WWCC?

A WWCC assesses the level of risk that a person may pose to Children during the course of their Child-Related Work. WWCCs assess prior convictions, apprehended violence orders, charges, and relevant allegations or police investigations.

### Who needs a WWCC?

A WWCC is only required for Workers in Child-Related Work.

### What is a Worker?

Workers are Parish and Agency Employees, Volunteers, self-employed contractors, Clergy and Religious Appointees who are currently or have previously been associated with the Archdiocese.

### What is Child-Related Work?

The OCG considers Child-Related Work (paid or unpaid) to consist of face-to-face contact with Children (under the age of 18) in a Child-related sector or in a Child-related role.

### Parish roles that **DO** require a WWCC if Children form part of the ministry work

- Parish Secretaries
- Youth Ministers, Workers or Leaders
- Pastoral Associates<sup>1</sup>
- Sacramental Coordinators<sup>1</sup>
- Sacramental Group Leaders<sup>1</sup>
- Catechists in State Schools
- Children's Liturgy Coordinators
- Children's Choir Ministry Leaders
- Acolytes and Senior Altar Servers
- Ministers of the Word/Readers/Lectors
- Parish Collectors (AKA Wardens)
- Eucharistic Ministers

### Parish roles that **DO NOT** require a WWCC

- Cleaners
- Gardener
- Choir members
- Musicians
- Finance Committee<sup>2</sup>
- Parish Pastoral Council<sup>2</sup>
- Counters
- Audio Visual Coordinators
- Piety Stall
- Flower Arranger
- Offertory
- Hospitality Workers
- Ministers of the Homebound
- Welcoming/greeting Ministry
- St Vincent de Paul

### Five Day Exemption from WWCC

There are some limited circumstances when a WWCC exemption is applicable such as Readers/Collectors undertaking the role for less than five times in a calendar year. Further details of when exemptions may apply are contained in **Guidance Document: Who Must Obtain a Working with Children Check?**

### Verification of WWCC

The Parish Priest/Administrator is ultimately responsible for ensuring all child-related workers have a verified WWCC.

### More Information:

If you have specific questions about WWCCs, you can email the Safeguarding and Ministerial Integrity Office on [safeguardingenquiries@sydneycatholic.org](mailto:safeguardingenquiries@sydneycatholic.org) or **phone 02 9390 5810**

For further information, you can visit the NSW Office of the Children's Guardian website at [ocg.nsw.gov.au](http://ocg.nsw.gov.au)

### Further Resources:

Visit the Archdiocese's Safeguarding website to access the Archdiocese's Policy and Protocol

<sup>1</sup>A WWCC is only required if Children form part of the ministry work.

<sup>2</sup> Use other background checks including National Criminal History Check.