



## Guidance Document: Child Related Activity Register

### What is the Child Related Activity Register?

The Child Related Activity Register (**Register**) is an electronic tool to record details of the Working with Children Check and Safeguarding Induction and training details of Parish and/or Chaplaincy Workers who are engaged in a Child-Related roles. The Parish and/or Chaplaincy Worker can be a Volunteer or Employee. The Register assists the Parish Priest/Administrator/Chaplain to fulfil his legislative requirements applicable to both the *Children's Guardian Act 2019* and the *Child Protection (Working with Children) Act 2012*.

This guide provides an overview of the information that must be entered into the Register for monitoring and maintaining purposes and the information from the Register that needs to be submitted to the Safeguarding Office for audit purposes.

### What is a Child Related Role?

We acknowledge that ministry looks very different in Parishes and Chaplaincy Communities 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 and/or Chaplaincy.

- 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
- Eucharistic Ministers

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

- Parish Collectors (AKA Wardens)

## Purpose of the Register

It is a legal obligation to hold records relating to those Workers within the Parish and/or Chaplaincy that are engaged in Child-Related roles and to ensure that the information is up to date. Penalties apply for breaching the *Child Protection (Working with Children) Act 2012* and this Register assists in maintaining correct data. An electronic template of the Register is available on the Safeguarding Intranet which must be used.

***Under Section 9 (1) (a) of the Child Protection (Working with Children) Act 2012, an Employer faces a substantial fine of up to \$5,500 for an individual (i.e. 50 penalty units) or \$11,000 for a corporation (i.e. 100 penalty units) if they employ a person who is required to obtain a WWCC but know or have reasonable cause to believe, that the person does not hold one.***

## Information held on the Register

**The Register, at a minimum shall contain the following information:**

- i. Name of worker (Employee or Volunteer)
- ii. Date of Birth
- iii. WWCC Number or exemption
- iv. WWCC verification date (via the Office of the Children's Guardian online **PORTAL**)
- v. WWCC verification outcome
- vi. Expiry date
- vii. Start date of role
- viii. Role/Ministry Title
- ix. Paid or volunteer work
- x. Safeguarding Induction Training completion date
- xi. Safeguarding training date

Below is an example of the Register, the highlighted columns contain information required by the Safeguarding Office as part of the audit. Additional columns can be added to the template as required by the Parish and/or Chaplaincy, this information can easily be “hidden” when submitting the Register to the Safeguarding Office. This can be done by selecting all columns within your Register that are not required as part of the audit, any column not highlighted, and hiding prior to submitting the Register to the Safeguarding Office.

Current Tab												
Child Related Activity Register (Clergy not included)												
Surname	First name	Date of birth	WWCC Number	Exemption	Verification date (via the OCG's PORTAL)	Verification outcome	Expiry date	Role/Ministry Title	Start date of role	Paid or Volunteer work	Safeguarding Induction Training Completion date	Safeguarding Training date

***Details of Clergy appointed to the Parish and/or Chaplaincy and visiting Clergy are not to be placed on the Register. The Chancery Office retains applicable data for all Clergy.***

WWCC details for Special Religious Education (SRE) teachers are to be maintained on the Register. WWCC's for SRE teachers are verified via the Office of the Children's Guardian online **PORTAL** by the Parish and/or Chaplaincy and all training requirements are managed by the Confraternity of Christian Doctrine (**CCD**).

### Monitoring and maintaining the Register

**New Worker (Volunteer and Employee) in a Child related role:** Before a Worker can begin working with Children, their WWCC must be verified via the Office of the Children's Guardian online **PORTAL** and recorded in the Register. They can only start work once they hold a valid and verified WWCC.

**Mandatory Reporting and the Reportable Conduct Scheme:** It is legislated that Employers (Parish Priest/Administrator/Chaplain) inform Workers of the legal obligations that apply to them if they work in Child-Related activities. A date recorded on the Register will indicate when the Parish and/or Chaplaincy Worker was informed

of the requirements associated with reporting and workplace behaviour towards Children.

**Safeguarding Induction Training:** At the time of verifying the WWCC of the new Worker on the Office of the Children’s Guardian online **PORTAL**, the Parish and/or Chaplaincy Office must register the Worker for the Online Safeguarding Induction Training. Alternatively the Worker can register themselves for the Online Safeguarding Induction Training. You must follow up with the Worker to ensure they have registered and completed the Safeguarding Induction Training course. The Parish Priest/Administrator/Chaplain will receive a monthly email identifying the Workers who have completed the Online Safeguarding Induction Training for the month as well as those Workers who have not completed the training but have registered.

**Please note:** Safeguarding Induction Training for SRE teachers is facilitated by the CCD and CCD retain the applicable data for all SRE teachers. The Parish and/or Chaplaincy can enter the following descriptor for SRE teachers in the Induction Column of the Register – **CCD Compulsory Course**.

**Safeguarding Training:** A schedule of Safeguarding Training is available on the Safeguarding Office website. It is the responsibility of the Parish Priest/Administrator/Chaplain to inform those Workers who require additional Safeguarding Training of their obligation to attend Safeguarding Training. Attendance of Workers will be recorded on the Register by the Parish and/or Chaplaincy Office.

**Please note:** the Safeguarding Training Program for SRE teachers is facilitated by the CCD. The CCD retain the applicable data for all SRE teachers. The Parish and/or Chaplaincy can enter the following descriptor for SRE teachers in the Safeguarding Training Column of the Register – **CCD Training Program**.

**Expiry of WWCC:** A Worker in a Child-Related role cannot legally work with Children if they do not have a valid and verified WWCC. The Register assists in identifying the validity of the checks. It is imperative that an alert system is in place that notifies the Parish and/or Chaplaincy Office when a WWCC is due to be renewed (within 3 months) or has expired. There are penalties that apply to the Parish and Chaplaincy for non-compliance. The renewed WWCC needs to be verified on the Office of the Children’s Guardian online **PORTAL**.

**OCG Notification:** If the Parish Priest/Administrator/Chaplain receives a letter or email advising that a current or past Employee or Volunteer has become barred (or has an interim bar) they must immediately be removed from Child-Related work. The Register must also be adjusted accordingly. The status of the WWCC outcome is to be changed to either Barred or Interim Bar. The Safeguarding Office must be informed immediately.

**Please Note:** For SRE teachers CCD must also be advised.

**WWCC Exemptions:** In some limited circumstances a Worker may be exempt from holding a valid NSW WWCC. If you identify that a Worker in a Child Related role is eligible to be exempt from holding a valid (NSW) WWCC, Parish Priests/Parish Councils are required to record this exemption on the Child Related Activity Register. More detailed Exemption information can be documented on the WWCC Exemptions Tab on the template. This tab is next to the 'Current' tab and before the 'Archive' tab.

Exemption Tab								
Exemption from holding a NSW Working With Children Check								
Surname	First name	Date of Ministry work	Role/Ministry Title	WWCC from another jurisdiction (State/Territory)	WWCC jurisdiction (State/Territory)	WWCC number from other jurisdiction (State/Territory)	Expiry date	Visiting Priest Form competed and returned

**Archiving:** The template provides an Archive Tab. If you identify anyone that previously held a verified WWCC by the Parish and/or Chaplaincy and is still active in a role but you have now assessed this role as not being Child-Related (by law) these Workers details must be maintained under the archive tab permanently and those archived do not fall under the new legislation.

Archive Tab													
Archive date	Surname	First name	Date of birth	WWCC Number or Exemption	Verification date (via the OCG's PORTAL)	Verification outcome	Expiry date	Role/Ministry Title	Paid or volunteer work	Start date of role	Paid or Volunteer work	Safeguarding Induction Training Completion date	Safeguarding Training date

## Child-related Activity Parish and Chaplaincy Register Audit

Bi-annual audits of the Child Related Activity Parish and Chaplaincy Register administered by the Safeguarding Office are scheduled for the following periods:

- 1 January to 30 June (inclusive). The due date of the Register is 1 August and;
- 1 July to 31 December (inclusive). The due date of the Register is 1 February.

1. In preparation for the census the delegated Parish and/or Chaplaincy personnel will

- Ensure data recorded is up to date;
- Provide information requested by “hiding” the columns of the spreadsheet that contain information not required for the purpose of the audit as indicated on the excel spreadsheet template: **Child Related Activity Register Template**.

### Related Documents:

1. **Protocol:** Child Related Activity Register
2. **Excel Spreadsheet:** Child Related Activity Register Template
3. **Fact Sheet:** Who needs a Working With Children Check
4. **Guidance Document:** Who must obtain a Working With Children Check?
5. **Protocol:** Screening of Workers
6. **Fact Sheet:** What is Child-Related Work?
7. **Protocol:** Mandatory Safeguarding and Child Protection Training