



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
- Sacramental Coordinators
- Sacramental Group Leaders
- Catechists in State Schools
- Children's Liturgy Coordinators
- Children's Choir Ministry Leaders
- Acolytes and Senior Altar Servers
- Eucharistic Ministers

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

- Cleaners
- Gardener
- Choir members
- Musicians
- Finance Committee¹
- Parish Pastoral Council¹
- Counters
- Audio Visual Coordinators
- Piety Stall
- Flower Arranger
- Offertory
- Hospitality Workers
- Ministers of the Homebound
- Welcoming/greeting Ministry
- Ministers of the Word/Readers/Lectors¹
- Parish Collectors (AKA Wardens)¹

Five Day Exemption from WWCC

There are some limited circumstances when a WWCC exemption is applicable such as anyone undertaking a child-related 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 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

Further Resources:

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

¹Use other background checks including National Criminal History Check.