

# Frequently Asked Questions

## 1. The “start date of role” column has been removed from the Safeguarding Register. Is this information still required?

This information would be helpful, but it is not essential. We understand that many parishes find it difficult to provide these details due to staff turnover and inconsistencies in earlier compliance record-keeping.

## 2. Who has to undertake “In Person Education”?

“In-person Education” applies to all Archdiocesan employees under the green pathway, as well as those in higher-responsibility safeguarding roles under the gold pathway. The new guide will assist in determining which roles are included - [link here](#). Both the green and gold pathway roles have always required face-to-face/in-person education, and this remains unchanged.

## 3. When someone has more than one role, how can I tell which roles should be archived and which should stay active, especially since the spreadsheet asks for a role end date?

Accurate records must be maintained for **anyone whose role requires a WWCC**. Volunteers who are actively undertaking a role that requires a verified WWCC should remain on the Active sheet. If they no longer hold a role requiring a WWCC, their information should be moved to the Archive sheet. If you are unsure, please contact the Safeguarding Office for further advice.

## 4. How many different Online Refresher Education modules are there?

There is now a single Online Refresher Education module for all volunteers, to be completed every two years. It replaces the previous multiple modules and will be updated regularly to remain relevant and address emerging issues.

## 5. Why is there a sheet for “National Police Check (NPC)”?

The National Police Check is not mandatory at this time. However, parishes are encouraged to request it for volunteers whose roles do not require a WWCC but involve access to financial, sensitive, or confidential information, or include visiting vulnerable people in their homes. This applies to both staff and volunteers and is determined by the level of risk associated with the role, rather than the job title.



Currently, it remains at the discretion of the parish priest to decide whether a volunteer must obtain a National Police Check. Many parishes already require specific roles to undertake this check, and the Office strongly supports this practice. It is NOT appropriate that a WWCC is provided instead of a NPC in these situations.

## **6. We have volunteers in our parish who are SRE Catechists in a public school, what is their education pathway?**

Safeguarding Induction and Refresher Education for SRE catechists is organised by the CCD Office. For more information, please contact your parish SRE catechist coordinator or the CCD Office on (02) 9307 8330. There is no change to the existing requirements. SRE catechists will provide the parish with their Safeguarding Education certificate from CCD once they have completed the training.

## **7. Where can I find the “Annual Safeguarding Return” form?**

The Safeguarding Register (formerly the CRAR) and the Annual Safeguarding Return (formerly the CIP) can be accessed via the Parish Support Intranet under the Resources tab. Additional information regarding the Annual Safeguarding Return (ASR) will be provided in mid-January to outline the specific requirements.

## **8. Our Parish’s Sacramental Groups are often supported by ‘*sacramental helpers*’ who assist the Sacramental Leader/Coordinator in organising and facilitating groups. Do they need to complete safeguarding education?**

The way each parish organises its Sacramental programs and groups varies. In some parishes, ‘*sacramental helpers*’ will need a verified WWCC, safeguarding education, and a signed Code of Conduct. Because this area can be complex, we encourage you to contact the Safeguarding Office to discuss any specific queries.

Please contact the Safeguarding and Ministerial Integrity Office if you need further guidance by emailing us at [safeguardingenquiries@sydneycatholic.org](mailto:safeguardingenquiries@sydneycatholic.org) or call 02 9390 5815.