



FAQ for WWCC

1. Why do I or others need a Working with Children Check (WWCC)?

Any organisation (religious or otherwise) that has people who work or volunteer to provide services to children or young people need to comply with WWCC legislation. The Catholic Archdiocese of Sydney and all parishes and chaplaincy communities fall into this category.

2. Which roles need a WWCC and why?

The roles requiring a WWCC are determined by the Office of the Children's Guardian (OCG) in consultation with key stakeholders. If you are in one of these roles, it is unlawful for you to engage in paid or voluntary work without a current and verified Working with Children Check. Please click here to read the [FACT Sheet: Who needs a WWCC?](#)

3. What if I am in a role that needs a WWCC but there are no children at my parish or in my community?

Even if there are no children present in your parish / community nor do you interact with children in your duties, if your role is deemed as requiring a WWCC, you must have one. To not have a WWCC will mean that you (and your parish priest / chaplain and the parish/community) are in breach of the legislation and could be subject to penalties.

4. Who monitors WWCC's and how?

The Office of the Children's Guardian (OCG) monitors and audits organisations, parishes and communities to ensure compliance with legislation. The OCG does this by:

- contacting organisations / parishes / communities to establish whether they have people fulfilling roles which are deemed to require a WWCC.
- undertaking audit site visits. The main purpose of an OCG audit visit is to help employers and workers understand and comply with their legal responsibilities.
- requesting and analysing WWCC records.

The Safeguarding Office requires the return of WWCC information biannually via the Child Related Activity Register (please see point 7 for more information).

5. What happens if an organisation / parish / community is not compliant?

There is an expectation that the Catholic Archdiocese of Sydney and all parishes and communities are aware of their Working with Children Check legislative obligations and are complying with these. Breaches of this legislation could result in penalty notices being issued and may also result in

prosecution action. Penalties range from warning letters, penalty notices, prosecution and referral to the NSW Police.

6. Who is liable if a parish or community does not comply with the WWCC legislation?

Each parish and / or community is responsible for ensuring they are compliant, and any penalties imposed apply to not only the individual worker / volunteer who is not compliant with the law but ALSO to the 'Employer' i.e. the Parish Priest or Chaplain.

See the table below for the specific penalties that could be imposed.

Remember you are "employed" as a "worker" regardless of whether you are in a paid or volunteer role.

Working with Children Check – Child Protection (Working with Children) Act 2012

Legislative Reference	Offence	Penalties
Section 8(1)	Working in a child-related role without a Working with Children Check or a current application for a Working with Children Check	\$11,000 penalty, or 2 years imprisonment, or both
Section 8(2)	Working in a child-related role while subject to an interim bar	\$11,000 penalty, or 2 years imprisonment, or both
Section 9(1)(a)	Employing a worker in child-related work if the employer knows or has reasonable cause to believe that the worker does not hold a Working with Children Check or a current application for a Working with Children Check	\$11,000 penalty in the case of a corporation or \$5,500 in any other case
Section 9(1)(b)	Employing a worker in child-related work if the employer knows or has reasonable cause to believe that the worker is subject to an interim bar	\$11,000 penalty in the case of a corporation or \$5,500 in any other case
Section 9A(1)	An employer must not commence employing, or continue to employ, a worker in a child-related role unless the employer has obtained and verified the workers relevant details, and made a record of those details	\$11,000 penalty in the case of a corporation or \$5,500 in any other case if prosecuted through the Courts; or \$1,000 for a corporation or \$500 for an individual is addressed via penalty notice
Section 9A(4)	An employer who employs a worker in child-related work must keep the records updated no more than 5 working days after the expiry date for each clearance of the worker	\$11,000 penalty in the case of a corporation or \$5,500 in any other case if prosecuted through the Courts; or \$1,000 for a corporation or \$500 for an individual is addressed via penalty notice

There are more sections available to review here - [Compliance and Enforcement Policy](#)

7. How does the Safeguarding Office help our parishes and communities to meet our lawful obligations and avoid penalties?

The Catholic Archdiocese of Sydney and the Safeguarding Office is committed to ensuring we support you to meet your legal and moral obligations.

The Safeguarding Office has developed a simple excel spreadsheet template in which parishes and communities can record all required WWCC information. This spreadsheet template is called the 'Child Related Activity Register' (CRAR) and is available on the [Parish Support Intranet](#).

The Child Related Activity Register is required to be returned to the Safeguarding Office biannually (January and July) for auditing purposes to provide feedback about how to fully meet your obligations.

8. I need more help, who can I contact?

The Safeguarding and Ministerial integrity Office wants to support our parishes and chaplaincy communities to ensure they are meeting their legal requirements in order to minimise risk and keep all people in our communities safe.

Safeguarding email	safeguardingenquiries@sydneycatholic.org
Safeguarding team	Jennifer Orre Director Safeguarding and Ministerial Integrity Office P: +61 2 9390 5813 Suzy (Suzan) Krkach Training & Liaison Manager Safeguarding and Ministerial Integrity Office P: +61 9390 5815
Parish Support email	parish.support@sydneycatholic.org
Parish Support Intranet	Link here

9. Links to legislation and fact sheet

- Office of the Children's Guardian Policy - [Compliance and Enforcement Policy](#)
- [CAS Protocol: Child Related Activity Register](#)
- [CAS: What is Child Related Work?](#)
- [Guidance Document: Who must obtain a WWCC?](#)
- [Guidance Document: Child Related Activity Register](#)
- [Template Child Related Activity Register](#)
- [Fact Sheet for Parishes: Who needs a WWCC](#)
- [Checklist: WWCC for Parishes](#)