

# Fact Sheet: Screening Requirements

We recognise that ministry varies across parishes and communities, so the guidance below must be applied according to the specific duties of each role. In NSW, the *Child Protection (Working with Children) Act 2012* determines who requires a Working with Children Check (WWCC), and the scheme is monitored by the Office of the Children's Guardian (OCG). As a recognised employer, the Catholic Archdiocese of Sydney must ensure compliance. It is essential to select the most appropriate screening for each role and context, which may include a WWCC, a National Police Check, or both.

## Working with Children Check (WWCC)

### What is a Working with Children Check?

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 required only for Workers (employees and volunteers) who are engaged in child-related work.

### Who is a Worker in a Child Related Role?

Workers include parish, community and agency employees, volunteers, some self-employed contractors, clergy, and religious appointees who are associated with the Archdiocese and are assessed by the OCG as being in a child-related role.

### Verification of a WWCC

The Parish Priest/Administrator is ultimately responsible for ensuring all child-related workers have a verified WWCC. In NSW a WWCC is valid for five **(5)** years and needs to be monitored for expiry.

WWCC information needs to be recorded in the Safeguarding Register biannually and returned to the Safeguarding Office.

Workers and volunteers with an expired WWCC **must not** be engaged in any child related roles until they renew their WWCC and this is verified by the parish / community.

# National Police Check (NPC)

## Screening Role Requirements

Some roles do not require a Working with Children Check (WWCC), and in many cases a WWCC is not the most suitable screening tool for these positions. Instead, a National Police Check is often more appropriate. Other screening measures can help assess a person's suitability for the role and support community safety through proper duty of care.

Roles that <b>DO</b> require a WWCC	Roles that <b>DO NOT</b> require a WWCC	National Police Check Roles <b>(strongly recommended)</b>
<ul style="list-style-type: none"><li>❖ Parish Secretary</li><li>❖ Safeguarding Support Officer</li><li>❖ Youth Ministry Coordinator and Leader</li><li>❖ Pastoral Associate</li><li>❖ Sacramental Coordinator and Group Leader</li><li>❖ Catechist in State School</li><li>❖ Children's Liturgy Coordinator and Leader</li><li>❖ Children's Choir Ministry Leader</li><li>❖ Acolyte and Adult Altar Server</li><li>❖ Eucharistic Minister</li><li>❖ Parish run playgroups - Coordinator &amp; Supervisor</li></ul>	<ul style="list-style-type: none"><li>❖ Cleaner</li><li>❖ Gardener</li><li>❖ Choir Member</li><li>❖ Musician</li><li>❖ Counter</li><li>❖ Audio Visual Coordinator</li><li>❖ Piety Staff</li><li>❖ Flower Arranger</li><li>❖ Offertory</li><li>❖ Hospitality Worker</li><li>❖ Welcoming/Greeting Ministry</li><li>❖ Minister of the Word/Reader/Lector</li><li>❖ Parish Collector (aka Wardens)</li></ul>	<ul style="list-style-type: none"><li>❖ Finance Council / Business Managers / Accountant / Bookkeeper</li><li>❖ Parish Pastoral Council</li><li>❖ Ministers of the Homebound</li></ul>

## More Information

For questions about WWCCs or National Police Checks, please contact the Safeguarding and Ministerial Integrity Office at [safeguardingenquiries@sydneycatholic.org](mailto:safeguardingenquiries@sydneycatholic.org) or on 02 9390 5815.

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