



## FACT SHEET: Working with Children Checks in Parishes

We acknowledge that ministry looks very different in Parishes across the Diocese 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 Diocese.

### 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<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
- Eucharistic Ministers

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

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

### 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 Office on [safeguarding@wf.catholic.org.au](mailto:safeguarding@wf.catholic.org.au) or **phone 02 6853 9341** For further information, you can visit the NSW Office of the Children's Guardian website at [ocg.nsw.gov.au](http://ocg.nsw.gov.au)

**Further Resources:** Visit the Diocese Safeguarding website to access the Diocese's Policy and Protocol

<sup>1</sup>Use other background checks including National Criminal History Check.

# Diocese of Wilcannia-Forbes



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