

Institute for Professional Standards and Safeguarding

Archdiocese of Canberra and Goulburn

Church Worker Children's Check and Vulnerable People Registration Procedure

Last updated: May 2016





CHURCH WORKER CHILDREN'S CHECK AND VULNERABLE PEOPLE REGISTRATION PROCEDURE

INTRODUCTION

The Archdiocese is dedicated to the safeguarding and protection of children and vulnerable people through commitments such as child safe recruitment processes. One such process involves ensuring any Church Workers engaging in a regulated activity with children and vulnerable people comply with safeguarding policies and procedures.

This procedure provides guidance to Archdiocesan agencies, communities and lay groups on the children's check and vulnerable people registration requirements for Church Workers (including employees/trainees, volunteers and external service providers) for the following circumstances:

1. Church Workers **applying** for children's check and vulnerable people registration
2. Continuing Church Workers **renewing** their children's check and vulnerable people registration
3. **Archiving** of outgoing Church Worker's children's check and vulnerable people registration

RELATED POLICIES AND PROCEDURES

- Working with Vulnerable People Policy
- Child and Vulnerable People Protection Policy
- Working with Vulnerable People Procedure

PROCEDURE:

Church Workers applying for children's check and vulnerable people registration

For Church Workers (engaged in a regulated activity)

All Church Workers who are required to engage in a regulated activity with children and vulnerable people need to follow these steps PRIOR to commencing any regulated activity:

1. Apply and receive a valid registration to work with children and vulnerable people:
For NSW - see Office of Children's Guardian NSW for Working with Children's Check (WWCC)
For ACT - see Access Canberra for Working with Vulnerable People registration (WWVP)
2. Forward your WWCC details and/or a full copy of your WWVP card (front/back) to your Team Leader and IPSS (ipss@cg.org.au) for verification PRIOR to engaging in any regulated activity.
3. Maintain a valid Children's Check and/or Vulnerable People registration card at all times while engaged in a regulated activity as you may be asked to produce it to verify current registration.

Team Leaders (supervising Church Workers within their office)

Team leaders support the process for ensuring compliance by:

1. Informing IPSS of all Church Workers that have received a Children's Check or Vulnerable People card to allow them to be verified PRIOR to the commencement of volunteer or paid work.
2. Record and maintain the following information in a database to fulfil compliance requirements:
 - Church Worker's Full Name and Preferred Name
 - Church Worker's Date of Birth
 - Church Worker's WWCC and/or WWVP Numbers including a full copy (front/back) of the card
 - Church Worker's WWCC and/or WWVP Expiry Dates
3. Coordinate education and training opportunities in professional standards and safeguarding for all Church Workers - go to <http://cgatholic.org.au/services-directory/professional-standards/safe-guarding/>.



Institute for Professional Standards and Safeguarding (IPSS)

All Children's Checks and Vulnerable People registrations received by new Church Workers must be verified by IPSS PRIOR to engaging in any regulated activity.

For ACT - Working with Vulnerable People Registrations

The data required by IPSS to validate ACT Church Workers includes:

- Full legal name (as listed on their WWVP card & HR record)
- Date of Birth (needs to be sighted on driver's licence)
- WWVP registration number
- WWVP alpha number (placed along the side of the ID photo)
- WWVP registration expiry date
- Conditions (Noted at the back of the WWVP card)
- Full scanned copy of WWVP card (front & back) and driver's licence must be maintained by the Archdiocese.

For NSW - Working with Children's Check

The data required by IPSS to verify NSW Church Workers includes:

- Full legal name (as listed on their WWVP card & HR record)
- Date of Birth (needs to be sighted on driver's licence)
- WWCC number
- WWCC expiry date
- Copy of verification report issued by Office of Children's Guardian NSW must be maintained by the Archdiocese.

A confirmation email will be sent to the Team Leader and new Church worker to verify that they are clear to engage in a regulated activity with children and vulnerable people.

IPSS will record and maintain this information in a database for compliance purposes.



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Continuing Church Workers renewing children's check and vulnerable people registration

All Church Workers intending to continue their engagement in a regulated activity involving contact with children and vulnerable people **MUST** renew their Children's Check and Vulnerable People registration **PRIOR** to the registration expiry date as outlined below.

For ACT Church Workers

Church Workers will need their WWVP renewal letter ready in order to renew their registration online via the Access Canberra website (go to www.accesscanberra.act.gov.au) or in person at any Canberra Connect shopfront at least 15 working days prior to the registration expiry date.

For NSW Church Workers

Church Workers can renew their WWCC registrations online via the Office of Children's Guardian NSW website (go to <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>) or in person at any NSW Service Centre at least 15 working days prior to the registration expiry date.

Renewing Church Workers

Once a Church Worker has renewed their registration it needs to be verified to ensure compliance as outlined below:

1. Provide IPSS (ipss@cg.org.au) with your updated details to verify your renewed registration.
 - **For ACT** – A scanned hard copy of the front and back of the renewed WWVP card
 - **For NSW** - A scanned copy of your WWCC renewal letter
2. Inform your Team Leader of renewal details to allow them to update their records.
3. Update your professional standards and safeguarding knowledge by attending an education and training opportunity.
4. Maintain a valid Children's Check and Vulnerable People registration card at all times while engaged in a regulated activity as you may be asked to produce it to verify current registration.

Team Leaders (supervising Church Workers within their office)

Team leaders will update their database with the renewed registration details provided by the Church worker for compliance purposes.

Institute for Professional Standards and Safeguarding (IPSS)

IPSS will verify all RENEWED Children's Checks and Vulnerable People registrations for continuing Church Workers and record this information in a database for compliance purposes.



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CHURCH WORKER CHILDREN'S CHECK AND VULNERABLE PEOPLE REGISTRATION PROCEDURE

Archiving of Church Worker's children's check and vulnerable people registration

A Church Worker's children's check and vulnerable people registration is archived in the event their registration has expired or they no longer are actively employed or participating in a regulated activity with children and vulnerable people within the Archdiocese.

Inactive Church Worker

Church Workers must inform IPSS and their Team Leader when their registration has expired or when their engagement in a regulated activity becomes inactive.



Team Leaders (supervising Church Workers within their office)

Team leaders must inform IPSS of all Church Workers who are no longer actively engaging in a regulated activity or when their registration has expired.

Team leaders will archive the inactive Church Worker's details in their database for compliance purposes.



Institute for Professional Standards and Safeguarding (IPSS)

IPSS will archive all children's check and vulnerable people registration records relating to inactive Church Worker's for compliance purposes.

PERSONS INVOLVED:

Approved by:	Mr Victor Dunn
Issuing Group	Institute for Professional Standards and Safeguarding
Implementation Date:	
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Contact Officer:	Manager, Institute for Professional Standards and Safeguarding