

WORKING WITH CHILDREN & VULNERABLE PEOPLE¹ CHECKS FOR EMPLOYMENT – Chancery & Parishes (ACT & NSW)

1.0 POLICY

- 1.1 The Archdiocesan chancery and parishes will fully comply with the relevant child protection and vulnerable people legislation as enacted in the jurisdictions of NSW and ACT.
- 1.2 The Archdiocese through its policy and related procedures, and those of its agencies and institutions, is totally committed to the care and protection children, young and vulnerable people.

2.0 IMPLEMENTATION

- 2.1 The Institute of Professional Standards and Safeguarding (IPSS) will maintain a central data base of those people registered to work in parishes with children and vulnerable people in the NSW and ACT jurisdictions.

2.2 Paid Employees

Paid employees engaged to work with children and vulnerable people will be required to provide the necessary documentation to Archdiocesan Employment Services before they can be entered onto the payroll system.

The parish/archdiocese will pay/refund the Working with Vulnerable People registration fees (ACT) and Working with Children Checks (NSW) fees.

2.3 Volunteers

In both the NSW and ACT the details of those volunteers who will be working with vulnerable people will be entered into the parish's PACS system.

2.3.1 NSW – parishes will forward the names of those volunteers who require a 'working with children check' to the IPSS. The individual's detail will be verified online and the parish advised of the individual's status.

- A complete record of the check will be maintained on a data base at IPSS.
- Parishes will forward an annual return to the IPSS.

2.3.2 ACT – parishes will forward the details of those volunteers who have registered to work with vulnerable people.

- The information will be entered into the IPSS data base.
- Parishes will forward an annual return to the IPSS.

2.3.3 Chancery - the names of volunteers engaged by the chancery will be forwarded to the IPSS. The IPSS will confirm the volunteer's status in the relevant jurisdiction entering their name on the central data base.

2.4 Paid Employees

The details of paid employee information, including parish priests and religious, will be entered into the central data base maintained by the IPSS.

- **Paid employees** engaged to work with children and/or vulnerable people are required to register prior to taking up their engagement with the Archdiocese. Their registration

¹ The ACT legislation defines vulnerable persons as any child or young person under the age of 18, or any adult experiencing disadvantage who accesses a regulated activity or service related to the disadvantage.

details will be confirmed by Archdiocesan Employment Services or IPSS either by sighting their card details (ACT) or going on line (NSW).