

Roman Catholic Diocese of Bunbury W.A.



**WORKING WITH CHILDREN POLICY
GUIDELINES & PROCEDURES**
(Updated March 2019)

LIST OF CONTENTS

▪ Introduction	<i>Page 3</i>
▪ Disclaimer	<i>Page 3</i>
▪ Privacy Act Obligations	<i>Page 3</i>
▪ Role Descriptions	
Involving child-related work (CRW)	<i>Page 4</i>
Not involving child-related work.	<i>Page 5</i>
▪ Exemptions to requiring a WWC Card	<i>Page 5</i>
▪ Parish Administration Process & Procedure Guidelines	<i>Pages 6 - 10</i>
1) The Parish is to house a WWC Folder	
2) Computer Working File - Excel Record Keeping Spreadsheet	
3) New (CRW) Worker / Volunteer without a WCC card	
4) New Worker / Volunteer <u>with a current WWC card</u>	
5) Worker / Volunteer leaving the Parish.	
6) Regular Monitoring of WWC Cards (checking validity)	
7) Invalid, Negative, Cancelled or Withdrawn Notices	
8) Renewal of WWC Cards	
9) Card Expiry Notification Letter	
10) Retention of Documents	
11) Mandatory Immediate Reporting	
12) Ensuring Legislation Compliance.	
13) Bishop's Annual Parish Visitation	
14) Application Form Pro-forma for Parish use	
15) Worker / Volunteer Application	
16) Priest Application Form.	
17) Parish Pastoral Associate appointed by the Bishop in the absence of a Priest	
18) Pastoral Associate Application Form- working in Parishes <u>with a Parish Priest</u>	
19) Mass Centres (or smaller Parishes) governed by the Parish	
▪ Appendixes	<i>Pages 11-18</i>
1. Record Keeping Spreadsheet Page 1	
2. Record Keeping Spreadsheet Page 2	
3. Australia Post Application Receipt	
4. Updating Cards- Link / unlink Cards	
5. Checking Card Validity	
6. Parish Application Forms Pro forma Part 5	
7. Parish Application Forms Pro forma Parts 6 & 7	
▪ Index	<i>Page 19</i>

INTRODUCTION

The purpose of the Bunbury Diocese Working With Children Policy, hereinafter referred to as 'The Policy' is to assist Parish Leaders in the Diocese of Bunbury comply with the Western Australian Working With Children Act 2004 in safeguarding children in their Pastoral care.

It is at the express wish of the Bishop of Bunbury that the Parish Priest / Parish Administrator, and authorised administration staff, familiarise themselves well with 'The Policy' and the Working With Children Website and remain diligent in implementing and maintaining the suggested guidelines. The Parish's Working With Children obligations in regard to any child-related work are to be treated with the utmost importance.

According to the W.A. Working With Children Act 2004, any person undertaking child-related work (CRW), either as a paid worker or volunteer, is **not** to carry out CRW unless they have a valid Working With Children (WWC) Card or possess a Receipt proving application of a WWC Card.

Under Section 6 of the 2004 Act people are deemed to be in child-related work and require a WWC Check **only** if the **usual duties of the work involve, or likely to involve, contact with a child.**

Definition: For the purpose of 'The Policy' a child is a person under 18 years of age.

DISCLAIMER

In 'The Policy' the Bunbury Diocese summarised many of the factsheets from the WWC Website as relevant to a Religious Organisation and formulated procedures from the WWC Screening Unit's suggested Best Practices from WWCSU Audits. This is to ensure relevant procedures and guidelines are in place within each Parish of the Diocese, in order to safeguard all children and prevent any possible breach to the W.A. Working With Children Act 2004.

It is the legal responsibility of the Parish Priest / or the Parish Administrator to ensure that these Best Practice Guidelines and Procedures are in place and followed in their respective Parish.

The information in 'The Policy' is provided on the understanding that it is not to be relied on for legal or professional advice.

To the full extent permitted by law, the Bunbury Diocese, the Bishop and his Administration Staff, expressly disclaim all liability arising out of any action taken as a result of reliance on information provided in 'The Policy'.

The Diocese supports the WA Working With Children Screening Unit (WWCSU), who are committed to providing clear information via their website factsheets to help Organisation Leaders and people working with children understand their rights and meet their obligations. The WWC website <https://workingwithchildren.wa.gov.au> contains up-to-date and accurate information. If additional information is required contact the Unit on 1800 883 979 (toll free).

It is the responsibility of the Parish Priest / or the Parish Administrator to visit the WWC website regularly to access up-to-date information in regard to the Act.

PRIVACY ACT OBLIGATIONS

The information gathered by the Parish in relation to WWC Checks is protected by the Parish Privacy Policy. The Parish Priest / Parish Administrator, or authorised staff member, are the only people authorised to access information gathered for the purpose of monitoring those undertaking CRW in the Parish.

Only the Parish Priest / Parish Administrator, or authorised staff member, are to open mail from the W.A. Working With Children Screening Unit marked Private and Confidential.

The Folder containing information gathered for these purposes is to be housed in a safe and secure filing cabinet not accessible to any unauthorised staff members, volunteers or the general public.

Not observing these protocols could make the Parish Priest / Parish Administrator, or authorised staff member, liable to face prosecution for breach of the Privacy Act.

Roles the Bunbury Diocese has identified as involving child-related work (CRW).

Please note there may be other roles in the Parish where a WWC card is required. Refer to the WWCSU Factsheet 5: Information for Employers and Volunteer Organisations. If unsure call Safeguarding Office 9721 0524.

► **Priest**

Role: Tend to the Pastoral care (the spiritual and emotional welfare) of God's people. Prepare and celebrate the Eucharist; Proclaim, and expound on, the Word of God; Administer the Sacraments of the Church - Baptism, Reconciliation, Eucharist, Confirmation, Marriage, Anointing of the sick. Conduct prayer / funeral services. Educate the Faithful. This role's usual duties involve CRW.

► **Parish Priest**

Role: The exact role as a *Priest*, in addition to being appointed by the Bishop as the person legally responsible for the administration and overseeing of the Parish, and its assisting Clergy and Staff. In relation to 'The Policy' - the *Parish Priest* is the person legally responsible for enforcing 'The Policy' and ensuring every person in CRW in the Parish has a current WWC Card. The *Parish Priest* is legally responsible for the accurate record keeping in the WWC Register, housed in the Parish Office.

► **Supply Priest (special note: see exemptions)**

Role: The exact role as a *Priest* and if assigned to relieve a Parish Priest for holidays or sabbatical, undertakes all legal responsibility as in the role of *Parish Priest*.

► **Seminarian**

Role: Training to be a *Priest* and includes many aspects of Pastoral care mentioned above for a *Priest*. This role's usual duties involve CRW.

► **Parish Pastoral Associate contracted to care for a Parish in the absence of a Priest.**

Role: Appointed by the Bishop to assist in the Church's Mission and Pastoral care of God's people in the absence of an appointed Parish Priest. This role is to celebrate The Liturgy of the Word with Holy Communion, Pastoral Care of the Faithful, oversee Administration duties of the Parish and conduct Education classes for the Faithful. This role's usual duties involve CRW.

In relation to 'The Policy' - the *Parish Pastoral Associate*, contracted by the Bishop in place of a *Parish Priest*, is the person legally responsible for enforcing 'The Policy' and ensuring every person in CRW in the Parish has a current WWC Card. The *Parish Pastoral Associate* is legally responsible for the accurate record keeping in the Working With Children Register, housed in the Parish Office.

► **Pastoral Associate**

Role: Assist the Parish Priest in the Church's Mission and the Pastoral care of the Faithful. Often involves Administration duties, Liturgies and Education classes for the Faithful. This role's usual duties involve CRW.

► **Acolyte**

Role: Assist the Celebrant (*Priest*) in Liturgical celebrations, especially in the celebration of the Mass. Acolytes work with Altar Servers therefore the role's usual duties are classified as CRW.

► **Catechist**

Role: Educator of the Faith in preparation for the Sacraments of the Church - Baptism, Reconciliation, Eucharist and Confirmation. This role's usual duties involve CRW.

► **Children's Liturgy**

Role: Lead Sunday Prayer (Liturgy) Services for Children, sharing the Gospel with them. This role's usual duties involve CRW.

► **Extraordinary Ministers of Holy Communion (EMHC)**

Role: Distribute Communion when Congregation is too large for the clergy to do alone. This role's usual duties involve contact with children.

► **Youth Group Leader**

Role: Encourage and assist youth to grow in their Faith. Conduct youth orientated activities to assist in forming solid supportive friendships in a common Faith. This role's usual duties involve CRW.

► **Ground / Maintenance personnel if Parish is connected to a Parish School.**

Role: Conduct maintenance of Church property and grounds. This role's usual duties could possibly involve contact with children in the school grounds.

NOTE:

Priests and Religious working in the Diocese of Bunbury are here at the invitation and approval of the Bishop of Bunbury. They have undertaken training of which part is *Integrity in Ministry* and their duty of care. All other ministries / roles mentioned above are carried out by volunteers. It is therefore imperative that the leaders of each Ministry, and those who encourage the involvement of others, know that no one is to commence these ministries / roles without the approval of the Parish Priest / Parish Administrator. This is vital to the Parish ensuring everyone in child-related work in the Parish have the correct legal requirements to do so and understand their responsibilities.

It is mandatory for every person in child related work within the Catholic Diocese of Bunbury to read the Catholic Diocese of Bunbury Safeguarding Handbook and to sign Form 2 Declaration and Form 18 Declaration. The receipt of these forms should be recorded on the Record Keeping Spreadsheet.

Roles the Bunbury Diocese has identified as NOT involving child-related work.

► **Parish Secretary**

Role: Parish Administrative duties in the Parish Office, as well as assisting the Parish Priest / Parish Administrator in the implementation of 'The Policy' through diligent record keeping. This role does not involve CRW.

► **Sacristan**

Role: Under the direction of Clergy, prepares items and areas required for Liturgical celebrations.

► **Religious not involved in Parish Ministries.**

Role: Retired Religious who no longer carryout CRW in Parish Ministry.

Note: Clergy retired from active Parish Ministry never retire from celebrating Mass and will therefore always need a WWC Card

► **Lector**

Role: Read the Word of God at Liturgical Celebrations.

► **Cleaner**

Role: Conduct cleaning maintenance of Church property.

► **Ground / maintenance personnel if Parish not connected to a Parish School.**

Role: Conduct maintenance of Church property and grounds.

Exemptions to requiring a Working With Children Check / Card:

- ◆ Parents who lead Children's Liturgy, Youth Group or any child-related activity are **only** exempt **if they have a child in the group.**
- ◆ Child/student Volunteer under the age of 18 is exempt **only** if it is unpaid work.
- ◆ Supply Priest visiting Western Australia is exempt for **the first two weeks** **only** on entry to this State, in any given year.

NOTE:

(i) If a parent is exempt for an activity that their child is involved in (e.g. Children's Liturgy) but volunteer for another activity that their child is not involved in (e.g. Youth Group) - they must apply for a WWC Card in order to carry out Youth Group activities.

(ii) When an exemption applies from holding a WWC card for church workers engaged in child related work, a National Police Clearance or Volunteer National Police Certificate must be obtained.

(iii) A Supply Priest from interstate who holds a card from their own State or Territory is not permitted to use that card in Western Australia as it is not valid in this State.

Parish Administration Process & Procedure Guidelines

1. The Parish is to house a WWC Folder containing the following:-

- 1.1 Working With Children Register comprised of:-
 - 1.1.1 Printed Record Keeping Spreadsheet. *See No. 2*
 - 1.1.2 Current Dept. Child Protection Notification letters and / or WWC Card Photocopies - *sorted alphabetically*
- 1.2 Correspondence - Card Expiry Notifications
- 1.3 Correspondence - Update Forms submitted via website
- 1.4 Correspondence - General File
- 1.5 Negative Notifications File
- 1.6 Expired Data Archive File
- 1.7 Policies File
 - 1.7.1 Parish Working With Children Policy
 - 1.7.2 Screening Unit WWC Updates / Directives from the Bishop
 - 1.7.3 Professional Standards Documents concerning working with children.
 - 1.7.4 Current W.A. Working With Children Act 2004
 - 1.7.5 Parish Privacy Policy
- 1.8 A completed copy of WWC Application Form to keep as a pro-forma.
- 1.9 Ready to use Application Forms (from Aust. Post) with Parts 5, 6 & 7 completed utilising 1.7

Please Note: *The Bishop will view the above folder as part of his Annual Visitation Round*

2. Computer Working File - Excel Record Keeping Spreadsheet: *Appendix 1*

- 2.1 Enter data for each card holder - including exempt persons in child-related work.

Column A/B/C	Worker / Volunteer's Name
Column D	Role - <i>Position / Ministry</i>
Column E	Date of Birth
Column F	Paid or Voluntary - <i>Note: Priests are paid by the Diocese</i>
Column G	Start Date with the Parish
Column H	CRW Category - <i>Religious Organisation '11'</i>
Column I	Exemption in place - <i>see notes page 5</i>
Column J	Status / Action on card - <ol style="list-style-type: none"> 1. <i>Holds Current WWC Card</i> 2. <i>Application Lodged</i> 3. <i>Interim Negative Notice</i> 4. <i>Negative Notice</i> 5. <i>Application Withdrawn</i>
Column K	Application number from Post Office Receipt (<i>Appendix 2</i>)
Column L	Current WWC Card Number
Column M	Expiry Date of existing card
Column N	Date Expiry Notice issued to Card Holder
Column O/P	Website Card Validation Date
Column Q/R	Exemption Notes
Column S/T	Card Holder Movements - <i>Updated via website</i> <i>Reasons update required</i> <ul style="list-style-type: none"> • Commenced with valid card. (Card linked to Parish) • Left the Parish (Card un-linked)
Column U - V	Date Handbook Declarations Form 2 & Form 18 received
Column W-Y	Possible Breach Reports
Column Z/AA	Negative Notice

Important

Print the spreadsheet each time it is updated, highlight the new data entered and file ahead of the Dept. of Child Protection Notification letters in the WWC Register (refer No. 1.1).

3. New CRW Worker / Volunteer without a WCC card

- a) If new to the Parish [less than 12 months] - start at 3.1.1
 - b) For all other Parishioners - go to 3.1.2
- 3.1.1 A new Parishioner is unknown. Therefore there is a responsibility to be fully satisfied with the character of the worker / volunteer before allowing them to apply for a WWC Card via the Parish. It would be Best Practice to:-
- Request a written reference from the previous Parish on the respective Parish letterhead for the new Parishioner and to keep on file.
 - If the referral is satisfactory proceed with the following steps.
- 3.1.2 To guarantee consistency with the Application Form use the partially completed Form (refer 1.8) and have the applicant complete Parts 1 – 4 & 8 and lodge it at the Post Office.
- 3.1.3 The Receipt from the Post Office allows the new Applicant to commence CRW. The Parish is entitled to request CRW not commence until a notification letter from the Dept. of Child Protection is received.
- 3.1.4 Enter the Post Office Receipt number on the Record Keeping Sheet. *Appendix 1&2*
- 3.1.5 Form 2 of the Safeguarding Handbook must be signed.

4. New Worker / Volunteer with a current WWC card through other organisation. *See Appendix 3*

- 4.1 Before CRW commences check the status of the WWC card via the WWC website. *See No.6*
- 4.2 Update details via the website. (Link the card to the Parish)
- 4.2.1 Go to <https://workingwithchildren.wa.gov.au>
 - 4.2.2 Click on 'Employers & Organisations tab.
 - 4.2.3 Click on 'Register card holder' under related pages menu
 - 4.2.4 Fill in Parish records then click on 'Manually add card holder' then 'Add card holder'. Complete the details adding more as required.
 - 4.2.5 Click on 'Submit'- a summary of your entries will be listed. PRINT A COPY BEFORE clicking 'Submit' a second time. (*N.B. Forms cannot be printed after submitted a final time*).
- Note:** 'Employment Type' select Volunteer.
'Select Category' - Religious Organisation.
Enter C or F on the form - C for current/new - F for former.
- 4.2.6 House printout in Correspondence file as at *No. 1.3*.
 - 4.2.7 Enter required details on the Record Keeping Sheet.

NOTES:

- (i) It is important that all the current child-related worker / volunteer cards are linked to the Parish so that the Screening Unit can notify the contact person for the Parish in the event a card is suddenly withdrawn because of criminal activity (Negative Notices). Eg; Teachers with WWC cards should be linked to the Parish (See Appendix 3).
- (ii) The Diocese will take care of WWC card responsibilities for all Priests working in the Diocese. Priests are asked to contact the Diocesan Safeguarding Office when the renewal notification is received.
- (iii) In the case where a person works or volunteers for a parish for a specified period of time (e.g. a supply priest or during a youth event) but who does not normally work for the parish, the Parish must obtain a copy of the person's WWC card, validate the card and note the dates the priest or visitor was in the Parish. In these situations the person's details are **NOT** added to the Record Keeping Sheet or linked to the Parish via the WWC Screening Unit website, however a record must be kept on the WWC file. The following table provides the specific procedure for supply priests.

Supply Priest from <i>within</i> the Diocese	Supply Priest from <i>outside</i> the Diocese
1. Priest going on leave must advise the Parish WWC Coordinator the name of the supply priest and dates he will be away on leave.	1. Priest going on leave asks supply priest to email a copy of their WWC card to the Parish Priest before going on leave.
2. Parish WWC Coordinator contacts the Diocesan WWC Coordinator for a copy of the supply priest's WWC card.	2. Parish priest forwards email to Parish WWC Coordinator and advises the dates he will be away.
3. On receipt of WWC card the Parish WWC Coordinator validates supply priest's card.	3. On receipt of WWC card the Parish WWC Coordinator validates supply priest's card.
4. Parish WWC Coordinator keeps a copy of the supply priest's WWC card; confirmation of validity and a record of supply dates in the Parish WWC file.	
5. The Supply priest's details are NOT added to the Record Keeping Sheet.	

5. Worker / Volunteer leaving the Parish.

5.1 Notify the Screening Unit following *No. 4.2*, selecting F on the form for Former.

6. Regular Monitoring of WWC Cards (checking validity) *See Appendix 4*

- 6.1** Best Practice recommends checking validity at least every three months.
- 6.2** Check card's validity via WWC Website <https://workingwithchildren.wa.gov.au>
- 6.3** Click on 'Employers & Organisations' tab.
- 6.4** Click on 'Check WWC Card validity' under related pages menu.
- 6.5** Enter number and surname of card holder and Click on Check.
- 6.6** Record date of check on the Record Keeping Sheet.
- 6.7** Refer *No. 7* for Invalid notifications. Print record from website.

7. Invalid, Negative, Cancelled or Withdrawn Notices

Invalid notifications on the WWC website are not the same as a Negative Notice. Invalid cards may be from expired cards, withdrawn or cancelled notices or the details entered are incorrect.

- 7.1** Record the Invalid Notification on the Record Keeping Sheet.
- 7.2** Contact the card holder immediately to ascertain the reason for the invalid notification.
- 7.3** If the person cannot produce a valid card, or Post Office Receipt for a renewal, they must immediately cease CRW until such time a new card / Receipt number is received.
- 7.4** **Interim Negative or Negative Notices are sent directly to the Employer named in the Application form at Part 6. A NEGATIVE notice immediately prohibits the card holder from any child related work.**
 - 7.4.1** Record 7.4 on the Record Keeping Sheet.
 - 7.4.2** Notify the Parish Priest and/or the Parish Safeguarding Officer.
 - 7.4.3** Notify the card holder that they are to cease all CRW in the Parish using Form 15a of the Safeguarding Handbook.

8. Renewal of WWC Cards.

- 8.1** WWC Best Practice suggests Cards be renewed at least 3 months before Expiry date.
- 8.2** To guarantee consistency with the Application Form use the partially completed Form (*refer 1.8*) and have the Applicant complete Parts 1 – 4 & 8 and lodge it at the Post Office.
- 8.3** The WWC Screening Unit renewal notice will advise the ID documents required for renewal.

8.4 The card holder must cease all CRW immediately if they have failed to renew their card before the expiry date and have not presented a Receipt as proof the renewal has been lodged at the Post Office.

8.5 Enter the Post Office Application # & date of issue on the Record Keeping Sheet.
Appendix 1

9. Card Expiry Notification Letter

9.1 A card is valid for three years unless cancelled due to a negative notice.

9.2 The WWC Screening Unit issues a reminder to the card holder 3 months prior to expiry date by email if a current email address has been provided. Letters are no longer sent by post.

9.3 It is the duty of the Parish to also notify the card holder before the expiry date.

NOTE: A suggested Best Practice process to help with this procedure:-

- In the *Microsoft Outlook Calendar* enter each WWC card in the date 3 months prior to the expiry date.
- When prompted by the calendar, email / send a Notification to the card holder alerting them to the expiry date and request they renew their card.
- Change the date for a second reminder e.g. six weeks prior to expiry date.
- At the 2nd prompt contact the card holder to gauge what action they have taken.
- Change the date to the expiry date. If a renewal has not been received or a Post Office Receipt by the expiry date proceed as at *No. 7.3*

9.4 File a copy of sent notifications to Card Holders in the Card Expiry Notification Letter section of the WWC File for WWC Screening Unit Audit purposes. *See No. 1.2*

9.5 Enter the dates you sent the notification or contacted the card holder on the Record Keeping Sheet 'Date expiry notice last issued'.

10. Retention of Documents

10.1 Annually scan expired documentation from files listed at *No 1.1 - 1.6*.

10.2 File electronic copies in year order.

10.3 Retain expired hardcopy documents in a secure archive box for the legally standard 7 years.

10.4 Retain electronic copies for an indefinite period.

10.5 Ensure electronic copies remain readable.

NOTE:

It may be many years before possible accusations are made. Therefore it is advisable that physical records be kept for as long as possible as proof that duty of care was taken.

11. Mandatory Immediate Reporting to the Screening Unit (08) 6217 8100 or free call 1800 883 979.

11.1 If a card is stolen or lost.

11.2 Should anyone suspect a card holder has been charged or convicted of an offence which makes it inappropriate for that person to continue carrying out CRW.

12. Ensuring Legislation Compliance.

12.1 Include WWC issues as part of any Safeguarding items discussed at Parish Pastoral Council Meetings.

12.2 Staff to be made aware of updates to WWC Policies and Procedures at Staff Meetings (File Agenda as proof this is happening).

12.3 Priests / Parish Administrators and any relevant Staff members to periodically attend Working With Children or Safeguarding Workshops.

12.4 Place the following links on the Parish Computer Desktop to ensure regular access.

- Latest reprint of the WA WWC Criminal Check Act 2004;
<https://workingwithchildren.wa.gov.au/resources/publications/legislation>
- WWC News page <https://workingwithchildren.wa.gov.au/news>
- WWC 'Check Validity of Card' <https://workingwithchildren.wa.gov.au/card-validation>

13. Other Compliance and Reporting

- 13.1 During the Bishop's Parish Visitation the Working With Children Folder *may* be inspected.
- 13.2 The WWC card register must be maintained and be up to date at all times. Ensure the Record Keeping Spreadsheet is crosschecked against Parish rosters regularly. Ensure Ministry leaders notify of any new workers.
- 13.3 Where installed, Parish Safeguarding Officers and/or the Parish Priest will Audit the WWC file in January each year in order to complete the Parish Safeguarding Self-Audit to the Diocese.
- 13.4 Where there is no Safeguarding Officer in the Parish the WWC Coordinator must report to the Diocese at six monthly intervals (January and July) by emailing the Record Keeping Spreadsheet and any applicable rosters to safeguarding@bunburycatholic.org.au

Important Guidelines for Application Forms

14. Application Form Pro-forma for Parish use *See Appendix 5 & 6*

- 14.1 To guarantee consistency with details keep on file a completed Application or copy to use as a pro-forma.
- 14.2 Have Application Forms available at the time of renewals with Parts 5, 6 & 7 completed by the Parish following instructions in Appendix 5 & 6, as these details are the main identifier points used by the Screening Unit to track the Parish and the workers connected to it.
- 14.3 Leave the Role in Part 5 blank until an Applicant requires the Form then select the correct Role from the list on page 2.

15. Worker / Volunteer Application

- 15.1 The Applicant fills in the partially completed Form from the Parish with their personal information in Parts 1 – 4. They then sign it at Part 8 before lodging it at the Post Office.
- 15.2 The Applicant may seek reimbursement of costs from the Parish.

16. Priest Application Form.

- 16.1 The diocese will issue each Priest a partially completed Form at the time renewal is required.
- 16.2 Priests associated with Schools are to present a copy of their WWC card to the school for the school records.

NOTE: WA Catholic Education Office advises that a Priest only needs a WWC Card and not a CrimTrac 100 points to be on the School Board or conduct Liturgies etc. in WA schools.

17. Parish Administrator appointed by the Bishop in the absence of a Priest.

- 17.1 Same as 16.

18. Pastoral Associate Application Form- working in Parishes with a Parish Priest.

- 18.1 Same as 16.

19. Mass Centres (or smaller Parishes) governed by the Parish

To help streamline record keeping CRW's in Mass Centres under the care of one main Parish should be Registered under that main Parish's Organisational Name (part 5, 6, & 7), and not the respective Mass Centre's name. E.g. Albany Parish oversees Bremer Bay, therefore all CRW's in Bremer Bay would be registered with the Organisation name Albany Parish uses to identify itself as e.g. Catholic Parish of Albany.

The Parish's Working With Children records may be randomly checked by the WWC Screening unit. **The Parish Priest** being the responsible person of the parish will be held responsible for any failure to comply with the WA Working With Children Act. The importance of compliance with the Act cannot be overstated.

NB: The Information on this record sheet is confidential and should only be accessed by authorised officers.

[File Name and Computer Path]

25/03/2014

[illegible]

[File Name and Computer Path]

25/03/2014

APPENDIX 2 - AUSTRALIA POST APPLICATION RECEIPT

Record the Post Office Receipt Application Number on the Record Keeping Spreadsheet.

Keep this as evidence a worker / volunteer is entitled to carry out CRW until a valid card arrives.

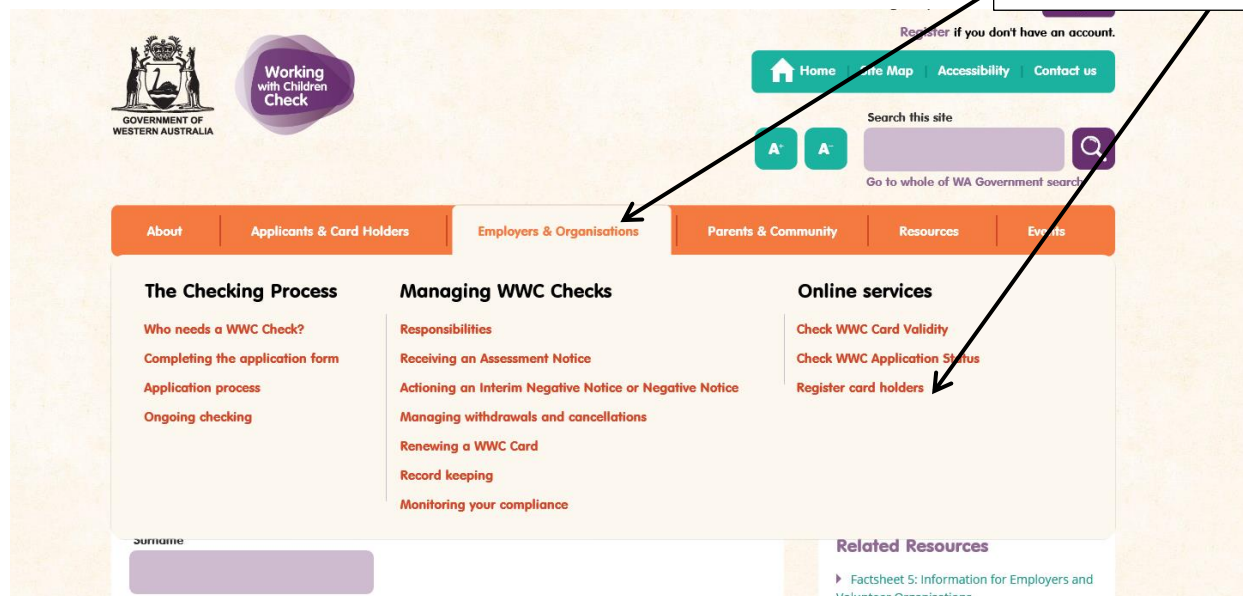
AUSTRALIA POST	
GERALDTON POST OFFICE	6530
\$	
DCP WWC Screening Unit New Application	
Unique Sequence No 6348120562615	
Application No C 1988433	← Application Number to record
Surname John	
First Name Citizen	53.00
ID Check 96527452	17/04/13
Full Birth Certificate/Car	70
Medicare Card	25
Bank Debit or Credit Card	25
← ID Check items	
Notice for Department of Child Protection WA (ABN 41 889 424 592):	
This receipt is proof that the named person has applied for a Working with Children Assessment Notice (Card) and may start or continue in child-related work while the application is being processed.	
If uncertain whether the application is in process, email the Working with Children Screening Unit checkquery@dcpp.wa.gov.au or phone 6217 8100 or 1800 883 979 for country callers.	
Penalties of \$60,000 and 5 years imprisonment apply if a person undertakes child related work where:	

APPENDIX 3 - UPDATING CARDS : LINK / UNLINK CARDS TO THE PARISH

To update Card Holder information, to link or un-link cards to the Parish visit

<https://workingwithchildren.wa.gov.au/>

Hover over Employers & Organisations to activate menu then click on Register Card Holders



The screenshot shows the 'WWC Card Holder Registration' form. The form is titled 'WWC Card Holder Registration' and includes a brief description of the service. Below the description, there is a section titled 'Employer / Volunteer Organisation / Education Provider Details'. This section contains the following fields: 'Company/Organisation Name', 'Name of Representative' (with a subtext: 'This is the person authorised by your organisation to be advised if an employee, volunteer or student is no longer allowed to engage in child-related work.'), 'Daytime Phone Number' (with a subtext: 'For landlines, include area code.'), and 'Representative's E-mail Address'.

Be consistent with names & details.

Enter details of the Parish using the Parish Priests name as the representative. Scroll down and complete all address details.

Card Holders

Please select your preferred method of registering card holders:

Manually add card holders

Import card holder details from Excel file

Submit Cancel

To enter the card holder details click on Manually add card holders.

Please select your preferred method of registering card holders:

Manually add card holders

Add card holder

Import card holder details from Excel file

Submit Cancel

Click on Add card holder

☐ Current or New Employee / Volunteer / Student
☐ Former Employee / Volunteer / Student

WWC Card or Application No.

Given name(s)

Family name / surname

Date of birth (dd/mm/yyyy)

Employment Type
 Select a Type

Category of child-related work
 Select a Category

Add card holder

**Click on current or former and complete the details.
 If updating more than one card holder click on Add card holder and continue in this way until all card holders are updated.**

Add card holder

Import card holder details from Excel file

Submit Cancel

Click on Submit. The details entered will be summarised.

PRINT a copy for the parish records.

Click on Submit a second time to complete the updating process.

APPENDIX 4 - CHECKING CARD VALIDITY

Visit <https://workingwithchildren.wa.gov.au/> to check the validity of WWC Cards

Hover over Employers & Organisations to activate menu then click on Check WWC Card validity

The screenshot shows the 'Working with Children Check' website. The 'Employers & Organisations' menu is highlighted, and the 'Check WWC Card Validity' option is selected under the 'Online services' section. A callout box points to this option with the instruction: 'Hover over Employers & Organisations to activate menu then click on Check WWC Card validity'.

Enter card number and surname. Click on Check.

The screenshot shows the 'WWC Card Validation' form. It includes fields for 'Card Number' and 'Surname', and a 'Check' button. A callout box points to the 'Card Number' field with the instruction: 'Enter card number and surname. Click on Check.'

If valid “Card number xxxxxxxx for Surname is valid on the date of Day, xx Month xxxx will be noted. Record the date on the Record Keeping Sheet ‘*Website Card Validation date*’.

It is not necessary to print the validation for ongoing checking however, it would be appropriate to print the validation check for any new workers with a card through another organisation as part of the screening process.

If not the following message will be noted.

Please check the WWC Card number and surname entered. If you are sure the information is correct, contact the WWC Screening Unit and quote the WWC Card number and surname.

Check that the Surname and card number you entered on the website is exactly as noted on the WWC card. If correct, print a copy of the WWC validity check and follow Point 7 of the Policy. Record the date on the Record Keeping Sheet ‘*Date invalid Card Notice on Website*’.

APPENDIX 5 - PARISH PRO FORMA PART 5

Part 3: Current Address of Applicant			
Residential Address (must be an Australian address)			
Unit Number/Street Number/Street Name (with a gap between words)*			
Suburb/Town/Locality*		State*	Postcode*
Postal Address (must be an Australian address)			
<input checked="" type="checkbox"/> Same address as above			
Unit Number/Street Number/Street Name/PO Box (with a gap between words)*			
Suburb/Town/Locality		State	Postcode
Part 4: Previous Residential Address/es (list only Australian Addresses)			
<input checked="" type="checkbox"/> Same as your current Residential Address			
You must include previous residential addresses over the last five years . If you do not know the full details of previous addresses please write the name of the town/s and the state/s. If you do not know the exact dates you lived in the places listed, please write the year you resided there. Please list up to three previous addresses, beginning with the most recent.			
1. Previous Residential Address - please start with most recent (list only Australian addresses)			
Unit Number/Street Number/Street Name/PO Box (with a gap between words)			
Suburb		State	Postcode
Period of Residence from		To	
DD MM YYYY		DD MM YYYY	
2. Previous Residential Address (list only Australian addresses)			
Unit Number/Street Number/Street Name/PO Box (with a gap between words)			
Suburb		State	Postcode
Period of Residence from		To	
DD MM YYYY		DD MM YYYY	
3. Previous Residential Address (list only Australian addresses)			
Unit Number/Street Number/Street Name/PO Box (with a gap between words)			
Suburb		State	Postcode
Period of Residence from		To	
DD MM YYYY		DD MM YYYY	
Part 5: Child Related Employment Details			
Category of Child Related Work (see page 2, Section 1 and note comments on Category 19 and 20)*			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Enter 11 i.e. Religious Organisation </div>			
Type of Employment*			
<input checked="" type="checkbox"/> Self Employed OR <input type="checkbox"/> Paid Employee OR <input type="checkbox"/> Volunteer/Unpaid Position OR <input type="checkbox"/> Paid Managerial Officer OR <input type="checkbox"/> Unpaid Managerial Officer			
Name of Organisation for which you undertake child-related work			
Applicant's job title/role in child-related work*		Organisation's Phone Number	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Be consistent with the name of the Parish: </div>		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Be consistent: Using one of the roles listed on Page 2. </div>	

APPENDIX 6 - PARISH PRO FORMA PART 6 & 7

C1989047

Part 6: Details of the Employer, Volunteer Organisation or Education Provider

Self employed people, Managerial Officers of body corporates that hold a child care licence not complete this Part.

Name of Employer/Volunteer Organisation or Education Provider Representative (this person **must** sign) **The Parish Priest or Parish A's Name is entered here, written exactly as it appears on their own Application Form.**

Position of Employer/Volunteer Organisation or Education Provider Representative **Their position here exactly as it was on their own Application.**

Street Address of Employer/Volunteer Organisation or Education Provider Representative

Unit Number/Street Number/Street Name (with a gap between words) **The Parish address is entered here.**

Suburb/Town/Locality

Postal Address of Employer/Volunteer Organisation or Education Provider Representative (must be an Australian address)

This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location

☐ Same address as above **Complete this section with either a cross in the box or the details.**

Position to whom your notice will be sent

Unit Number/Street Number/Street Name/PO Box (with a gap between words)

Suburb/Town/Locality State Postcode

Part 7: Employer, Volunteer Organisation or Education Provider Declaration

I certify that the information within my knowledge in this application is true and correct and that the applicant is/will be employed in child-related work. I am aware that it is an offence to give false or misleading information in this application form.

Date signed DD MM YYYY **Parish Priest / Parish A signs here: within the lines**

Please sign within the box and use black ink

Part 8: Applicant Declaration

I certify that the information within my knowledge in this application is true and correct and that I am/will be in child related work. I am aware that it is an offence to give false or misleading information on this application form. I consent to the WWC Screening Unit obtaining information about my criminal record, and making use of that information and any subsequent information for initial and ongoing checking in the ways described in the information attached to this form. I acknowledge that I have read and understood this information.

Signature of Applicant* **Worker / volunteer signs here: within the lines**

Please sign within the box and use black ink

Date signed* DD MM YYYY

Worker / volunteer attach's photo taken by Aust. Post Office staff.

Secure photo face up*

Min 32mm Max 36mm PASSPORT PHOTO

PEEL HERE

Part 9: Australia Post Use Only

I declare the Photo ID sighted is a true likeness of the applicant. I have sighted and confirmed the Proof of Identity against original documentation.

Work Centre Code* Date* DD MM YYYY Verifier's Signature*

Page 3 of 3

INDEX

Acolyte Role		P4
Appendix 1 - Record Keeping Spreadsheet Page 1		P11
Appendix 1 - Record Keeping Spreadsheet Page 2		P12
Appendix 2 - Australia Post Office Application Receipt		P13
Appendix 3 - Updating Cards		P14
Appendix 4 - Checking Card Validity		P16
Appendix 5 - Parish Pro forma Part 5		P17
Appendix 6 - Parish Pro forma Part 6 & 7		P18
Application Form - Parish Administrator	No. 17	P10
Application Form - Pastoral Associate	No. 18	P10
Application Form - Priest	No. 16	P9
Application Form - Worker / Volunteer	No. 15	P9
Application Form Parish Pro Forma Part 5 Appendix 5		P17
Application Form Parish Pro Forma Part 6 & 7 Appendix 6		P18
Application Form Pro forma	No. 14	P9
Application Guidelines		P9/10
Archiving Records	No. 10	P8
Audit by Bishop	No. 13	P9
Bishop's Parish Visitation	No. 13	P9
Cancelled Notices	No. 7	P8
Card - Checking Validity	No. 6	P7
Card - Checking Validity - Appendix 4		P16
Card - Linking / unlinking to the Parish	No. 4.2	P7
Card - New Worker / Volunteer with WWC Card	No. 4	P7
Card - New Worker / Volunteer without WWC Card	No. 3	P7
Card - Updating - Appendix 3		P14
Card Expiry	No. 9	P8
Card Expiry - Microsoft Outlook Calendar	No. 9	P8
Card Monitoring	No. 6	P7
Card Renewal	No. 8	P8
Card Status / Action	No. 2 (I)	P6
Card Stolen or lost	No. 11	P9
Catechist Role		P4
Checking Validity of WWC Card	No. 6	P7
Child Definition		P3
Children's Liturgy Role		P4
Cleaner Role		P5
Compliance with Legislation	No. 12	P9
Contents		P2
Council of Priests Endorsement		P9
CRW - Child Related Work Definition		P3
CRW - Roles that do not involve		P5
CRW - Roles that involve		P4
Definition of Child		P3
Disclaimer		P3
Document Retention	No. 10	P8
Excel Record Keeping Spreadsheet	No. 2	P6
Exemptions -		P5
Expiry Notifications	No. 9	P8
Extraordinary Minister of the Eucharist Role		P5
Ground / maintenance Role - not connected to Parish School		P5
Inappropriate behaviour for WWC card holder	No. 11	P9
Introduction to 'The Policy'		P3
Invalid Notices	No. 7	P8
Lector Role		P5
Legislation Compliance	No. 12	P9
Linking / unlinking WWC Cards to the Parish	No. 4.2	P7
Maintenance / Gardiner Role		P5
Mandatory Immediate Reporting	No. 11	P9
Mass Centres (or smaller Parishes) governed by the Parish	No. 37	P10
Monitoring Cards	No. 6	P7
Negative Notices	No. 7	P8
New CRW Worker / Volunteer with a current WWC Card	No. 4	P7
New CRW Worker / Volunteer without a WWC Card	No. 3	P7
Notification - Invalid, Negative, Cancelled or Withdrawn	No. 7	P8
Notification Files	No. 1	P6
Notification Letters	No. 1.1	P6
Notification Letters - Expiry due	No. 9	P8
Notification Letters for renewal process	No. 8	P8
Other Compliance and reporting	No. 13	P9
Parish Pastoral Council and Staff Meetings	No. 12	P9

Parish Pastoral Associate contracted to care for a Parish in the absence of a Priest Role		P4
Parish Priest Role		P4
Parish Secretary Role		P5
Pastoral Associate Application Form		P10
Pastoral Associate Role		P4
Priest Application Form	No. 16	P9
Priest Role		P4
Privacy Act Obligations		P3
Record Keeping Sheet	No. 2	P6
Religious not involved in Parish Ministry Role		P5
Renewing WWC Cards	No. 8	P8
Reporting	No. 13	P9
Retention of documents	No. 10	P8
Roles (Involving CWR) - See full list		P4
Roles (Not Involving CWR) - See full list		P5
Roles involving CRW		P4
Roles not involving CRW		P5
Sacristan Role		P5
Seminarian Role		P4
Staff and Parish Council Meetings	No. 12	P9
Supply Priest Role		P4
Supply Priest Procedure		P7/8
Updating details via WWC Website	No. 4.2	P7
WA WWC Act		P3
Website Links	No. 12.4	P9
Withdrawn Notices	No. 7	P8
Worker / Volunteer Application Form	No. 15	P9/10
Worker / Volunteer leaving the Parish	No. 4.2	P7
Worker / Volunteer updating details	No. 5 No. 4.2	P7
WWC Folder contents list	No. 1	P6
Youth Group Leader Role		P5

Policy References:

1. Post Audit Summary Report - WWCSU

2. Working With Children Website

<https://workingwithchildren.wa.gov.au>

3. WWC Factsheets

- Factsheet 1: What is "Child-Related Work"?
- Factsheet 2: Child-Related Work and Exemptions
- Factsheet 3: Class 1 & Class 2 Offences
- Factsheet 4: The Parent Volunteer Exemption
- Factsheet 5: Information for Employees and Volunteer Organisations
- Information for people who live interstate and must apply for a Check before starting child-related work in Western Australia