



## **Form 14 - Recruitment procedures for all Church workers involved in child-related work in the parish (paid and unpaid)**

This policy refers to all Church workers (paid and unpaid) who are in child-related work.

Reasonable steps should be taken to ensure that all Church workers, to the best of our ability, are assessed as 'safe'. This includes conducting the following procedures for all individuals:

- vetting through the Working With Children Screening Unit or vetting through the National Police Clearance Process where an exemption for a Working With Children card applies (Refer to [Form 15 - Working with Children Compliance Guidelines](#)). This should be done prior to work commencing
- adherence to all Bunbury Diocese Child Protection and related policies, procedures and guidelines and, in doing so, agree to sign the [Form 18 - Handbook Declaration](#)
- sign the [Form 2 - Declaration](#) form stating that there is no reason why they would be considered unsuitable to work with children
- a Church worker (paid and unpaid) under the age of 18 years engaged in child-related work must complete Form 2 - Declaration and Form 18 - Handbook Declaration.

**Advice and support in obtaining a Working With Children card and / or National Police Clearance certificate can be found at:**

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

<https://cvcheck.com/police-clearance-wa?gclid=CLbiwdnclDACYqTvQodgdQD-w>

Volunteer National Police Certificate applications can be lodged online using the Diocesan Account. Please contact the Safeguarding Coordinator for application guidelines.