

***IMPORTANT – LATEST NEWS***  
***ST DECLAN’S PARISH***  
***Work, Health & Safety, Safeguarding & Police Checks***

It is important that we are reminded and are fully aware of our responsibilities towards the safety and wellbeing of parishioners, along with yourself, whilst on parish property and grounds. The Parish Priests, the WHS Personnel and all staff have a duty of care to ensure the safety of themselves and all parishioners, particularly children and young persons.

In accordance with legislation and ongoing communication from the Chancery concerning WHS, Working With Children Checks (WWCC) and National Criminal History Checks (NCHC) in all Parishes, the following must be undertaken and records kept to be compliant. This is for all who are and will be involved in *PARISH MINISTRY, VOLUNTARY* or *PAID WORK*, and *GROUP FACILITATING* at and for St Declan’s Parish.

**‘SAFEGUARDING’**

- This is the Church’s response to the Royal Commission and the Child Protection Regulations and Legislation.
- ALL Priests, Secretaries and WHS Personnel/Safeguarding Officers must undertake Safeguarding training. Parish staff/volunteers in a Leadership role working with children and young persons are also requested and encouraged to undertake training sessions.
- There are specific regulations that the parish must undertake in regards to Child Protection and Safeguarding.
- All protocols are outlined in the Safeguarding Manual/Resource put out by the Archdiocese. Information will be filtered through the parish and the various groups.

**Working With Children Checks (WWCC) Important Points/Processes**

- If anyone is to undertake a **child related role in the parish** (staff or volunteer) a WWCC MUST be undertaken BEFORE commencement of role. The **WHS Personnel must be contacted** and will: discuss WWCC process and Parish requirements; take contact details; receive results; undertake online verification. **This is all done prior to them undertaking their role.**
- Along with the WWCC, a **Code of Conduct** must be read and signed prior to commencement of their role. This is securely filed with WHS parish records.
- Staff apply as an Employee (PAID) status; Parishioners as a Volunteer (UNPAID) status.
- WWCC number expires in five years. If still active in this parish, you/parishioners will be informed by the WHS Personnel when to re-apply.
- WWCC application cost: UNPAID – no cost; PAID – \$80. If employed by the parish, cost is reimbursed.
- If a parishioner undertaking a child related role has completed a WWCC previously and has a current WWCC number, they must contact the WHS Personnel to be inducted and verified prior to undertaking their role.
- Sydney priests are verified through the Chancery.
- If any **child related role changes** from Volunteer to Employee (due to their non-parish employment or employment at the parish), they MUST go online (Office of Children’s Guardian, WWCC) and change their STATUS. The WHS Personnel must also be notified and given the updated information and new WWCC number for a new verification and update of records to take place.
- If any **contact details change** i.e. email, residential address, phone number, these also require to be updated online. Please contact/notify WHS Personnel of those changes for WWCC parish records to be updated. This applies to everyone who has completed a WWCC & verification for the parish.
- Confidential records are kept at the parish. The parish may be audited through the Office of Children’s Guardian; it is essential that the completed process takes place.

## **Code of Conduct**

- As of 2017 any person who has contact with children or undertakes a role working with children or young persons in the parish (paid or unpaid) must read and sign a '**Code of Conduct**' form.
- This is along with having a current Working With Children Check number.
- The Code of Conduct will be filed in the WHS records for Safeguarding.

## **Visiting Clergy/Religious**

- There are certain protocols that must be adhered to.
- The parish has a register for the parish and visiting priests to complete with their details and for them to sign. Each priest in the Sydney Archdiocese and Parramatta, Broken Bay and Wollongong Dioceses will have a Ministry Card (Greater Ministry Card).
- This card is to be sighted upon by an authorised person from the parish at each visit.
- The visiting clergy may visit to celebrate Mass, funeral, wedding, baptism, perform a ministry within the parish.
- The register is to be completed at each visit.

## **National Criminal History Checks Important Points/Processes**

- A **NCHC is undertaken by all staff** (and some volunteers) when they commence their employment at St Declan's Parish. This check is done through CCER (Catholic Commission for Employment Relations).
- The WHS Personnel will give the appropriate forms to complete, proof of identity (100 points) is used in the process and then the Parish/ WHS Personnel processes this application online. For clearance the WHS Personnel goes online to receive a result. This is a confidential process and password access has been set-up with the Chancery. The WHS Personnel or Parish Priest will contact you with the results. WHS records are updated accordingly and securely filed.
- This check is to be done every five years; if staff are involved in visitation to aged care facilities (Priests, Pastoral Care) it must be done every three years.
- You will be informed by the WHS Personnel when to re-apply.
- Please contact WHS Personnel if any of your contact details change.
- For volunteers/visitation ministers: Nursing Homes and Aged Care Facilities have requested volunteers to undertake a NCHC, this is done through the parish, independently or through the aged care facility. The Pastoral Care Coordinator can assist with this process for the visitation ministry. WHS and Pastoral Care/Visitation records are to be updated accordingly and securely filed.

## **St Declan's Parish WHS Induction Process**

- It is required that **ALL volunteers, employees, contractors, facilitators** who work/participate in our Parish are inducted in the safety practices and processes that need to be followed when present on Parish property – **Parish Church, Meeting Room, Parish Office & Fernlands Hall and surrounding grounds.**
- Inductions are to be undertaken for each of the parish building/facilities. Inductions will also include professional standards regarding safeguarding and certain protocols that must be acted upon for the safety of parishioners and visitors to the parish.

For any further information please contact the WHS Personnel at the parish.

St Declan's Parish WHS  
6/2017