



Working with Children Check Checklist for Parishes

The Safeguarding Office has developed a Working With Children Check Checklist for the Parishes of the Catholic Diocese of Lismore to help become aware and compliant with NSW legislation. This checklist provides step by step instructions on how to register with the Office of the Children's Guardian and how to verify and renew Working With Children Check numbers.

Failure to be compliant with the Child Protection (Working with Children) Act 2012 legislation can result in substantial fines. For further information or assistance please email the Safeguarding Team at safeguarding@lismore.catholic.org.au

Item	Yes	No	More Information
Parish is registered online with the Office of the Children's Guardian.			Register via the below link: www.kidsguardian.nsw.gov.au/check
Parish Priest/ Administrator has been nominated as the contact in regards to a serious matter.			
All child-related positions within the Parish/Agency community have been identified.			Refer to Diocesan <i>Working with Children Check policy</i>
All those working or volunteering in child-related positions have a verified Working With Children's Check.			Online Applicants form: www.kidsguardian.nsw.gov.au/check
All renewals of Working With Children's Check have been identified and verified.			To verify a Working With Children's Check, follow the below link: www.kidsguardian.nsw.gov.au/check
Administration practices are in place to keep records of all verified Working with Children Checks indefinitely.			Refer to Fact Sheet: <i>Storing and sharing safeguarding records</i>
Identified procedures are in place if a worker is barred, becomes barred or refuses to get a Working With Children's Check.			Refer to the Safeguarding Children and Vulnerable Adults policy and procedures, Resources - <i>Screening of persons working with children.</i>
Procedures are in place to report concerns involving children.			Refer to the Safeguarding Children and Vulnerable Adults policy and procedures, Resources - <i>Flowchart: Reporting a child who is at risk of significant harm to DCJ, and Flowchart: Reportable conduct</i>