



CATHOLIC DIOCESE OF BUNBURY

WORKING WITH CHILDREN CHECK PROCEDURE

(Application and Renewal)

Step	Process	Responsible Party	Reference	Checkbox
As part of National Safeguarding Standards requirement for screening and monitoring, the Catholic Diocese of Bunbury is to confirm whether a Worker holds a valid Working with Children Check (WWCC). If the Worker presents a WWCC, move to Part B. Otherwise, request the Worker to apply for a WWCC at Part A.				
A. WORKER REQUIRED TO HOLD WWCC				
1.	Parish Priest (supported by Safeguarding Officer/Coordinator) must assess whether a position, duty, or placement involves Child-Related Work.	- Parish Priest - Safeguarding Officer/Coordinator - Worker	Chapter 7 - Safeguarding Master Policy Screening Matrix	☐
2.	If the role involves Child-Related Work, a WWCC Clearance is required before appointment to a position. A copy of an application receipt is sufficient to commence in the role.	- Parish Priest - Safeguarding Officer/Coordinator - Worker	Chapter 7 - Safeguarding Master Policy	☐
B. CONFIRM WWCC				
Safeguarding to confirm the following Relevant Details for a Worker <i>prior</i> to engaging that Worker as an employee, and prior to that Worker undertaking any Child-Related Work. If all details are confirmed, move to Part C.				
3.	Full name, including preferred name.	- Safeguarding Coordinator - Parish Secretary	Chapter 7 - Safeguarding Master Policy	☐
4.	Date of birth.	- Safeguarding Coordinator - Parish Secretary	Chapter 7 - Safeguarding Master Policy	☐
5.	WWCC Number (as stated on Worker's clearance or the application number of the Worker's current application).	- Safeguarding Coordinator - Parish Secretary	Chapter 7 - Safeguarding Master Policy	☐
6.	Expiry date of any WWCC clearance. <i>If within 3 months of expiry, go to Step 9.</i>	- Safeguarding Coordinator - Parish Secretary	Chapter 7 - Safeguarding Master Policy	☐

Once **Steps 3 to 6** are complete, the Parish Priest (supported by Safeguarding) must check expiry date of the WWCC and verify the status of the WWCC Clearance via the WWCC online validation system.

Note: It is Best Practice to complete 3 monthly checks on all WWCC to monitor expiry dates and complete validations on all records.

C. VERIFY WWCC

7.	Verify the status of the WWCC Clearance via the WWCC online Validation system. Card Validation	- Parish Priest - Safeguarding Officer/Parish Secretary	Chapter 7 - Safeguarding Master Policy	☐
8.	Record verification details within 5 days of verifying.	- Parish Priest - Safeguarding Officer/ Parish Secretary	Chapter 7 - Safeguarding Master Policy	☐
9.	If within 3 months of expiry date, request Worker complete renewal application either online or hard copy.	Safeguarding Officer/Parish Secretary	Chapter 7 - Safeguarding Master Policy	☐

If the WWCC has expired, follow Step 9 above; or continue to Step 10 if not to be renewed.

10.	Remove the Worker from Child-Related Work immediately (if the Worker is already working for the Diocese).	- Parish Priest - Safeguarding Coordinator - Worker	Chapter 7 - Safeguarding Master Policy	☐
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If a bar arises as part of completing **Steps 7 to 8** above, complete the following.

11.	Assess the risk posed by the worker, consider suspension or termination (as appropriate and in consultation with the General Counsel).	- Parish Priest - Safeguarding Coordinator - Worker - General Counsel	Chapter 7 - Safeguarding Master Policy	☐
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A. RECORD KEEPING

12.	WWCC clearance number and expiry issued to the Parish Priest/Safeguarding Bunbury is to be recorded on Screening and Monitoring database.	- Parish Priest - Safeguarding Coordinator	Chapter 7 - Safeguarding Master Policy	☐
13.	WWCC clearances are to be held by Parish Priest and Safeguarding Bunbury for 7 years from the date of issuance.	- Parish Priest - Safeguarding Coordinator	Chapter 7 - Safeguarding Master Policy	☐

