

Anglican Diocese of Grafton Safe Ministry BULLETIN No 1 , 2021

Working With Children Checks

Information for people requiring a Working With Children Check clearance to undertake their role in the Diocese.

1. Requirement

People with the following roles in the Anglican Diocese of Grafton are required to hold a current NSW Working With Children Check clearance:

- a. Licensed clergy
- b. Lay people holding a Bishop's licence.
- c. Churchwardens
- d. Parish Councillors
- e. SRE Teachers
- f. Family, Youth and Children's ministry leaders and designated helpers.

2. What You Need to Do

- a. Apply online at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
- b. Visit a [Service NSW](#) location to present your original identity document and (if applicable) pay the appropriate fee.
- c. Email your WWCC check number and your date of birth to Maree Collett at the Registry (pa@graftondiocese.org.au) with a copy to your Parish Secretary or Administrator.

3. What the Registry will do

- a. Once we receive your WWC check number and date of birth we are required to verify your status as an employee or volunteer of the Diocese with the Office of the Children's Guardian. **NB: Your clearance is not completed until this step is finalised.**
- b. Notify you and your Parish once your clearance has been confirmed.

4. What your Parish needs to do:

- a. Keep a record of the number, expiry date and verification of your WWCC clearance.
- b. Submit the annual Safe Ministry Screening Record as required.

Any queries about the requirements and procedure for Working With Children Check clearances should be emailed to pa@graftondiocese.org.au.

Phillip Bonser
Director of Professional Standards
Anglican Diocese of Grafton
Friday, 5 February 2021

DISTRIBUTION: Incumbents and Parish Councils