



Catholic Diocese of Rockhampton

'We live out the call of baptism through personal faith in Jesus witnessing together to the Good News of the Kingdom'

Workers' Obligations for the Child Protection Policy

This is a procedure document made to supplement the Child Protection Policy.

The procedure document titled *Recruitment, Selection and Screening* for the Child Protection Policy addresses checking the suitability status of people applying to **work for or within the Diocese**, with **children and young people**.

This document sets out obligations of people **working for or within the Diocese**, for the duration their position involves working with **children and young people**. Terms which are identified in bold and italics have a specific meaning prescribed by the Child Protection Policy.

Obligations of Workers

All **workers**, regardless of whether a **worker required to hold a 'blue card'** and regardless of whether new or existing, must:

- notify the **Appropriate Pastor**, if they have been charged with or convicted of a **serious offence, serious child-related sexual offence** or **excluding offence**.

All **workers required to hold a 'blue card'**, including new and existing **workers**, must:

- hold or have applied for a 'blue card' before commencing **work for or within the Diocese** with **children and young people**;
- notify the **Appropriate Pastor** as soon as practicable if the *Queensland Commission for Children and Young People and Child Guardian* is reassessing their suitability status to hold a 'blue card' or if their 'blue card' has expired and not been renewed, or cancelled or revoked for any reason.

Existing Workers

Workers who are already **working for or within the Diocese** with **children and young people** at the time the **Policy** and this *Workers' Obligations* procedure are implemented are requested, within a reasonable time after the implementation of such documents, to:

- read and become familiar with the **Policy** and *Code of Conduct*;
- become familiar with their Ministry Role Description or the document of whatever name serving a substantially similar purpose to a *Ministry Role Description*;
- complete a *Personal Information Form* and submit it to the appropriate **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator**;
- complete an *Applicant Disclosure Form* and submit it to the appropriate **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator**;
- complete an *Agreement to Comply Form* and submit it to the appropriate **Parish Child Protection Contact** or **Diocesan Pastoral Services Coordinator**.

Information

Privacy

Any personal information obtained in connection with the *Workers' Obligations* procedure is private and confidential. It can only be shared with people within the **Diocese** or other organisations with a legitimate right to it, which usually means those authorised to access the information. The application material should indicate that information obtained from a criminal history check may be distributed to any relevant national, state or regional affiliated organisation. The applicant should be asked to give their consent to this (refer to the *Applicant Disclosure Form*). Refer also to the *Privacy Act 1988* and any applicable privacy policies, procedures or statements of the **Diocese** and / or **ministry or office**.

If a potential **worker** is considered 'unsuitable' by the **Diocese** to **work with children and young people**, including as a result of information discovered through criminal history checks and disclosures, such information may be disclosed to any affiliates to ensure consistent standards are applied if the person seeks work elsewhere in the **Diocese** or any affiliated organisation.

For Further Information

For more information in relation to the Commission for Children and Young People and Child Guardian, applying or holding a 'blue card' or a guide to what constitutes a **serious offence**, a **serious child-related sexual offence** or an **excluding offence** you may like to visit:

<http://www.ccypcq.qld.gov.au>

If you would like further information about the contents of this procedure document or if you have any questions please contact:

The Diocesan Child Protection Officer
PO Box 611
ROCKHAMPTON QLD 4700

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Last Updated

** Catholic Diocese of Rockhampton WORKERS' OBLIGATIONS FOR THE CHILD PROTECTION POLICY was last updated: April 2008