



## 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' Records** for the Child Protection Policy

This procedure document supplements and must be read in conjunction with the *Child Protection Policy*. Terms which are identified in bold and italics have a specific meaning prescribed by the *Child Protection Policy*.

Each **ministry or office** of the Diocese must maintain a register of persons **working** with **children and young people**, for or within that **ministry or office**.

The relevant **ministry or office** may break the register up into more defined categories of work (including for instance, employees, service contractors, volunteers, unpaid parents / guardians, children).

#### **Maintaining the Workers Register**

The details of any person authorised or approved to **work for or within the Diocese** with **children and young people**, in a **ministry or office**, must be recorded in the Workers Register for that **ministry or office**. This register consists of the:

- *Blue Card Register*
- *Child Protection Training Register*
- Personnel files

The **Parish Child Protection Contact**, the **Diocesan Pastoral Service Coordinator** or such person as the **Appropriate Pastor** may specify from time to time, is responsible for maintaining the **Workers Register**.

#### **Personnel Files**

A personnel file must be created and maintained by the relevant **ministry or office**, for any employee of the **Diocese** working with **children and / or young people** and any other person recorded in the *Blue Card Register* (this may be the same file as is kept for the purposes of another policy or procedure). The personnel file and the information contained in it must be kept secure and should only be accessed by appropriately authorised persons.

The following documents must be filed and kept on the personnel file of a person recorded in the Workers Register:

1. The person's application for appointment to the position, including:
  - (a) completed Personal Information Form; and
  - (b) completed Applicant Disclosure Form.
2. The person's original Agreement to Comply.
3. If relevant:

- (a) A copy of the letter from the *Commission for Children and Young People* to the person advising of the 'issue of a positive notice' in response to an application for a 'blue card' AND a photocopy of the person's 'blue card';
  - OR
  - (b) The *Police Certificate* issued in response to a check undertaken in relation to the person's criminal history.
- 4. A copy of the *Ministry Role Description* applying to the person.
  - 5. Details of any changes to any of the information contained in the documents referred to in 1. to 4. above.

### **For Further Information**

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 REGISTER FOR THE CHILD PROTECTION POLICY was last updated: April 2008