# **Declaration to the currency, validity, sufficiency and completeness of WWCC records**

(see note below for the definition of these terms. This form is also found on <https://www.cdsale.org.au/safeguarding-resources>).

I [\_\_\_\_name of Parish Priest/Administrator\_\_\_\_\_\_\_\_\_\_\_\_]

of the Parish or Parishes [\_\_\_name of Parish(es)\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

attest to the currency, validity, sufficiency and completeness of the Working with Children Checks with respect to Church Personnel. [Please refer to the Diocesan Safeguarding Handbook for a definition of Church Personnel and that of a volunteer].

\_\_\_\_\_[signature]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please scan and send this completed form to: Angelal@sale.catholic.org.au

Ideally, this should be submitted by 10th May 2022.

**NOTE**

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| **Terms** | **Definition** |
| Currency | Is it up to date? |
| Sufficiency | Have you recorded enough detail? E.g. WWCC number or VIT number, Expiry date, Contact email (or telephone), any other names that the person is known by, separate column to record receipt of letter from WWCC Victoria |
| Validity | Have you checked the WWCC number with the (Department of Justice) *Working with Children Check Victoria* website ‘Checker’? |
| Completeness | Have you captured the WWCC for all Church personnel (volunteers, contractors, staff)? Please refer to the definition of Volunteers in the Safeguarding Handbook. |