



## Fact sheet: Keeping and sharing child protection records

**Child protection records must be kept by law and also assist with any queries or investigations in future.**

All parishes and agencies must keep records of the information listed below and provide them to the Vicar General when requested. If you receive a request for child protection records from a government or non-government agency, you should immediately contact the Vicar General.

### Records relating to children

- Each child's name and date of birth
- Consent forms signed by the child's parent or guardian
- The activities the child participates in and the person who conducts or supervises those activities
- Details of the child's allergies or other medical needs.

### Records relating to reportable crimes (to be completed by the person who reports the matter to the NSW Police)

- The date they became aware of the suspected reportable crime
- Names of the alleged victim and perpetrator (unless the victim has requested their name be kept confidential)
- Any correspondence with any other person regarding the suspected reportable crime, including file notes of conversations
- A copy of the report made to the NSW Police

### Records relating to other child protection concerns

- The person who raised the matter and date it was raised
- The name of the alleged victim and/or perpetrator (unless the victim wishes to remain confidential)
- Brief details of the matter
- The date the matter was notified to the Vicar General
- Copies of any other documents created in relation to the matter, before or after it was reported to the Vicar General, including file notes of any conversations

### Records relating to persons who work with children

- Each person's full name and date of birth
- Each person's Working with Children Check (WWCC) number and expiry date
- Names of applicants whose WWCCs could not be verified
- Delegations to other parish or agency staff to verify WWCC details on the Parish Priest (or administrator) or agency head's behalf
- CVs or resumes
- Notes of interviews
- References received or notes of reference checks
- Employment agreements
- Contractor agreements
- Volunteer agreements
- Correspondence or other documents relating to disciplinary matters

### Records of attendance at child protection training and induction