

**Checklist for preparing ministry/parish compliance with the revised  
Reportable Conduct Scheme NSW**

1. **INFORM** - all workers (including paid employees, volunteers, clergy/religious, contractors and sub-contractors) you currently engage in your parish/ministry, and who are required by you to have a valid WWCC, about the NSW Reportable Conduct Scheme.

This includes:

- a. What an allegation of reportable conduct is;
- b. That they are considered a “worker” to which the Scheme applies and
  - i. need to be aware of their obligations under the scheme to report allegations;
  - ii. that it may apply to them if an allegation arises about them.
- c. They are expected to report an allegation of reportable conduct that they become aware of, to you, or to the Office for Safeguarding Diocese of Parramatta if they cannot report it to you for any reason.
- d. Where to find more details and information.

Resources are available to support your initial communications to workers.

2. **INFORM** – all people who use your services in the Parish/Ministry of the process to raise a concern, or make a complaint regarding inappropriate conduct by a “worker” and where to access the process for this.

This simply means making accessible your standard complaint policy.