DIOCESE of PARRAMATTA

APPROVAL FOR A SPEAKER OR PRESENTER FROM OUTSIDE THE DIOCESE

Please note that prior to engaging a speaker, presenter, facilitator or performer from outside the Diocese of Parramatta to give a presentation, lead a workshop or retreat, or make any other presentation to a parish or ministry event, the following information needs to ' be completed and forwarded to the Office for Safeguarding at wwcc@parracatholic.org at least one month prior to' the event. This will allow time for the verification of the presenter's Working with Children Check (WWCC), approval to be given and adequate promotional time for the event.

This applies to all external speakers, whether they are lay, religious or clergy.

Please complete the following

Name of the parish or community making this application	
Parish or community contact	
Name of the proposed speaker or presenter	
Date of birth	
Email address	
Is the speaker a priest, religious or lay person?	
Name of the institution, congregation, organisation or business that the speaker is associated with	
Event name and nature of the event	
Proposed date(s) and venue	
WWCC number and expiry date	

Please complete the following declaration to the best of your knowledge

- ☐ I declare that the person named above is of good moral character and reputation
- ☐ I know of nothing that would in any way limit or disqualify them from this work/ministry
- ☐ I know of nothing that would make them unsuitable to work with children or vulnerable adults
- ☐ To the best of my knowledge this person is not subject to any allegation or investigation of a criminal offence of a physical or sexual nature

Please attach to this form a letter from the speaker's bishop, religious superior, parish priest or organisation affirming their suitability as a speaker and their good standing in their home diocese, congregation, parish or organisation.

Name of Parish Priest, Administrator or Community Leader

Contact Number

Signature

Date

Once this application has been approved, you will receive notification from the Office of the Bishop.
Please refrain from promoting the speaker before approval is given.