

# Child Safety Contractor Register

This form is to be completed prior to the commencement of the contractor(s) engagement with a parish, agency or entity.

|  |  |                              |
|--|--|------------------------------|
| <b>Business contact person</b>                     | Name:  |                              |
| <b>Business</b>                                    | Name:  | ABN/ACN:                     |
|  | Address:   | Phone:                       |
|  |  | Email:                       |
| <b>Manager or supervisor (if applicable)</b>       | Name:  | Phone:                       |
| <b>Employee(s) working on site (if applicable)</b> | Name:<br><i>(Add additional employees as required)</i> |                              |
| <b>Purpose of engagement</b>                       |  |                              |
| <b>Nature of engagement</b>                        | <input type="checkbox"/> One-off (e.g. emergency)      | Date:                        |
|  | <input type="checkbox"/> Short-term appointment        | Start date:<br><br>End date: |
|  | <input type="checkbox"/> Ongoing                       | Start date:<br><br>End date: |
|  | <input type="checkbox"/> Other                         | Details:                     |

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|---|--|-------|
| <b>Arrangements to support child safety</b> | <p>Is the contractor likely to have contact with children and young people and/or access to family files and/or financial records?</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> <p>If <b>Yes</b>, what steps have been taken to promote the safety of children and young people (and/or their information)?</p> <p><input type="checkbox"/> Supervision of children and young people will be maintained while the contractor is on-site.</p> <p><input type="checkbox"/> Contractor has been provided with a copy of the Safeguarding Children and Young People Policy to set clear child safety expectations.</p> <p><input type="checkbox"/> The contractor has demonstrated that their organisation has a child safety policy consistent with the requirements of the Victorian Child Safe Standards (please attach).</p> <p><input type="checkbox"/> The contractor (and employees) has a current WWCC (please list details of Working Children Checks including expiry date and confirm that is current).</p> <p><input type="checkbox"/> The contractor (and employees) has a current WWCC which is linked with the parish, agency or entity (please list details of Working Children Check including expiry dates and confirm they are current).</p> <p><input type="checkbox"/> The Contractor has been provided with a site child safety briefing.</p> <p><input type="checkbox"/> The Contactor has been briefed about privacy and confidentiality of files and records to ensure child safety.</p> <p><input type="checkbox"/> Other - please describe additional child safety measures:</p> |       |
| <b>Information entered by</b>               | Name:  | Date: |
|   | Signature:   |       |
| <b>Authorised by</b>                        | Name:  | Date: |
|   | Signature:   |       |

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CATHOLIC ARCHDIOCESE  
OF MELBOURNE

Version 1: July 2019  
Safeguarding Unit  
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