STANDARD 1

Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture

1.5 **The entity has risk management strategies focusing on preventing, identifying and mitigating risks to children.**

STANDARD 5

Robust human resource management

People working with children are suitable and supported to reflect child safeguarding values in practice

5.4.1 **Support, mentoring, oversight and professional supervision processes for personnel include child safeguarding [refer to Indicator 5.5.3].**

Sample Personnel Register

The following is an example of a personnel register to help monitor the status and associated safeguarding requirements of your members. A register of this type would be stored confidentially and accessed by the Church Authority and leadership team as appropriate. The register should be reviewed regularly and updated with any changes in circumstances.

Name	Ministry Status	Role(s) Activity	Commencement & End date	Agreement with Other Church Authority	WWCC*	Comments
Sr Mary Surname	Retired - Active	Volunteer in Parish X. Runs the before school breakfast ministry in X.	Jan 2017 - ongoing	Yes - last updated Jan 2019 Review date Dec 2022	Yes - # Expiry xx/xx/xx Linked with other CA entity	Sr Mary is retired from full time ministry but is still active. Sr X meets with Sr Mary quarterly and details are found in notes of support provided (see personnel file).
Sr Jane Surname	Full time	Pastoral Leader in Parish X.	Jan 2011 - ongoing	Yes -last updated Jan 2019 Review date Dec 2022	Yes - # Expiry xx/xx/xx Linked with other Church Authority/entity	Sr Jane is in fulltime ministry under Church Authority X. Sr Jane meets with Mrs X X monthly for professional supervision. Sr X meets with Sr Jane quarterly and details are found in notes of support provided (see personnel file).
Sr Anne Surname	Retired – Not active	None- Resident in aged care facility.	Not active from June 2017	N/A	Not Required	Sr Anne is incapacitated (see personnel file). She is not in any form of active ministry. Sr X meets with Sr Anne monthly and details are found in notes of support provided (see personnel file).

*Complete WWCC details held in entity's separate WWCC register

Updated – Date:_____   Name: _____   Sign:_____   Review date:_____   Person Responsible:_____