

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

**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.

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| --- | --- | --- | --- | --- | --- | --- |
| **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 2019Review date Dec 2022 | Yes - # Expiry xx/xx/xxLinked 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 2019Review date Dec 2022 | Yes - # Expiry xx/xx/xxLinked 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: