

Mandatory Contact Register for Churches—Information Sheet

The State Government is requiring churches (and other venues) to maintain a contact register for anyone aged 16 years and over who is attending church. The information we are required to register is the date, arrival time, names and telephone numbers - this is for any person aged 16 years and over, who attends any activity on church premises, and includes staff, volunteers, contractors and visitors.

We have two methods in place to register this information - you can choose which one suits you best:

- You can use the SafeWA contact register app (QR code). This is an electronic sign-in system developed by the Department of Health. If you want to use this method, download the SafeWA app from the [Apple App Store](#) or [Google Play Store](#), and use the app to scan our Basso Church QR code as you enter church. The information goes directly to the Department of Health. If you're viewing this online, you can find out more about using the [SafeWA app here](#).
- We will also have a paper register available, for those who want another option. The information will be recorded manually, and the church is required to keep this information for 28 days.

What do I need to do to prepare for Church on Sunday?

Firstly, please plan to arrive early to church for our Sunday services - this will help us have time to register people as they arrive.

Secondly, download the SafeWA app, ready to use when you arrive at church. If you're unsure how to download the app to your smartphone, we will have people outside the church breezeway entrance on Sunday morning to help you with that process. Please note, the SafeWA app is optional. If you don't want to use it, you can have your details recorded manually as you enter.

This is not just for Sundays, but anytime you attend the church premises.

Please note too, that this mandatory Contact Register applies to anyone aged 16 years and over, who attends any activity on church premises. So this any time you walk through the church doors - whether for mid-week activities, church cleaning, meetings with the pastor, or church services. We will keep both the QR code and a paper register at each entrance (breezeway, pastors' office and main entrance), for you to record your details.

Do I have to provide my information?

Yes. This requirement is mandatory, and the church or individuals could face fines if we do not abide by it.

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What happens to the information on the Contact Register?

If you use the SafeWA app, the information goes directly to the Department of Health. If you use the manual register, the church is required to hold on to their paper Contact Register for a minimum of 28 days. In both cases, the information can only be used by the Department of Health contact tracing personnel, should COVID-19 contact tracing be necessary.

Do my kids have to register?

We only need to obtain information on people aged 16 years and over. So anyone under 16 does not need to provide us with their contact details for this Contact Register.

Please note that some of our kids ministries do have sign-in sheets for kids attending (for example, crèche and the junior youth group), however this is part of our ongoing kid-safe policies for church activities, and is not related to the mandatory Contact Register.

Do we need to register at Home Groups?

We only need to record this information for people attending the church premises. So, if your home group is held at church, then yes, you will need to be registered. If your home group is at someone's home, you do not need to provide this information.

How many times do I need to register?

You only need to register once as you arrive at church, either by the QR code, or on the paper register. While you are at church, you don't have to register again as you move between areas (for example, the hall or the chapel), and we don't need to record the time you leave the building.

You do need to register every time you attend the church premises.

The church has my phone number - do I have to provide that each time?

Yes, if you are using the paper register, you will need to record your name, phone number and time of arrival each time you arrive. The Contact Register is a separate data system that we're required to keep specifically for the Department of Health. If you are using the SafeWA app, the information is captured electronically and sent directly to the Department of Health, so it is a quicker system to use.

We appreciate everyone's cooperation and patience as we implement this Contact Register.

We hope we have answered any immediate questions you may have about it, but if you would like anything clarified, please see Kerry Jacques or Brendan Jacques.

Basso Church