



ARCHDIOCESE OF PERTH

SCREENING AND MONITORING POLICY CAP-SM 001

Approved by: Archdiocesan Executive Director	Administered by: Safeguarding Director	
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1 PURPOSE

The purpose of the policy is to:

- Support the CAP in meeting its responsibility for the safety of children, young people, and adults at risk.
- Support suitability and integrity processes for relevant clergy and religious brothers and sisters (appointed and visiting), seminarians, church workers (paid and unpaid) and where necessary contractors, third-party users of church property that reduce the risk of unsuitable persons being engaged in activities or services.
- Ensure confidentiality relating to the process and security of relevant records.

2 SCOPE

This policy applies to all clergy and religious brothers and sisters (appointed and visiting), seminarians, and church workers (paid and unpaid) working on church premises property owned or controlled by the CAP and where necessary includes contractors, and third-party users of church property.

It applies to conduct during CAP's usual business, activities, events, and contracted services.

It ensures that persons having contact with or engaged in activities with children and adults at risk are screened and monitored in conformance with legislative requirements of the WA Working with Children Checks (WWCC) , National Police Clearances (NPC) and the Australian Catholic Ministry Register (ACMR) and the National Catholic Safeguarding Standards (NCSS).

3 PRINCIPLES

- The Archdiocese is committed to providing safe environments for children, young people, and adults at risk.
- The implementation and monitoring of Working with Children Checks are only one means by which the Archdiocese meets its obligations to the safety of children, young people, and adults at risk.
- The screening and monitoring of suitability to be engaged with the Archdiocese is continuous and must be based on sufficient and relevant information.
- Information will be managed following the CAP Information Management, NCSS and legislative requirements, and National Privacy Principles.

4 DEFINITIONS

The following definitions apply to this policy, in the absence of a specific definition, the normal business definition shall apply.

'Archdiocese' is the chief diocese of an ecclesiastical province. It is governed by an archbishop.

'Diocese' is a particular church; the ordinary territorial division of the church headed by a bishop.

‘Diocesan Bishop’—A bishop who heads a diocese. He may be assisted by auxiliary bishops or a coadjutor bishop (see *auxiliary bishop* and *coadjutor*). Also, sometimes referred to as a *residential bishop*.

‘Australian Catholic Ministry Register (ACMR)’ is a national database that forms part of the Australian Catholic Safeguarding Limited (ACSL) operations. The ACMR is a means to exchange information between dioceses and religious institutes on the “good standing” of an individual priest or religious seeking to practice their ministry beyond their “home” jurisdiction.

‘Australian Catholic Safeguarding Limited (ACSL)’ is the national agency established by the Australian Catholic Bishops Conference, Catholic Religious Australia and the Association of Ministerial PJPs which incorporates Catholic Professional Standards Ltd (CPSL), Australian Catholic Centre for Professional Standards (ACCPS) and the functions of the ACMR.

‘Child’ means a person who is under the age of 18 years.

‘Clergy’ in Catholic usage, is a collective term referring to all those ordained—Archbishops, bishops, priests and deacons—who administer the rites of the church.

Religious Brothers and Sisters – a member of a religious congregation or order who lives within a community structure in accordance with a specific rule of life based on its founder.

‘Contact’ means any form of physical contact, any form of oral communication, whether face to face, by telephone or otherwise and any form of electronic communication. But does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer

‘Church worker’ means staff member, Agency, or Parish staff (paid or unpaid), Seminarian on placement within the Archdiocese or any other person who works for the Archdiocese, in a paid or voluntary capacity.

‘May’ means discretionary.

‘National Police Clearance (NPC)’ is a certified document that contains a list of a person’s disclosable court outcomes and pending charges from all Australian police jurisdictions. This includes traffic and non-police prosecuted matters.

‘Public Ministry’ means a member of the clergy ordained in sacred ministry in the Church performing ministry activity in a place of worship or private premises whilst in the presence of others.

‘Seminary’ means an educational institution for men preparing for the priesthood.

‘Shall’ means mandatory.

‘Voluntary work’ is where an individual receives no financial reward or remuneration. A person who

receives payments that just cover the costs of carrying out their child-related work is considered to receive “no financial reward” and is considered to be a volunteer by the WWC Screening Unit.

‘Work with Children Check (WWCC)’ is The WWC Check is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as “child-related work” under the *Working with Children (Criminal Record Checking) Act 2004*.

The WWC Check includes a National Police History Check but is different from a National Police Certificate because it involves the ongoing collection and assessment of information that is relevant to whether a child may be exposed to a risk of harm should a person engage in child-related work.

‘Vicar General’ is a priest, auxiliary bishop or coadjutor bishop who assists the diocesan bishop in the governance of the entire diocese.

5 REFERENCES AND RELATED DOCUMENTS

- *National Principles for Child Safe Organisations*
- *Working with Children (Criminal Record Checking) Act 2004*
- *Working with Children (Criminal Record Checking) Regulations 2005*
- *National Catholic Safeguarding Standards*
- *ACSL—Australian Catholic Ministry Register*
- *CAP Safeguarding Policy*
- *CAP Safeguarding Handbook V2*
- *CAP Grievance Policy*
- *CAP Records Retention & Disposal Policy*

6 POLICY DETAILS

6.1 Accountability

The Office of the Archbishop is responsible for ensuring compliance with this policy, this includes the conduct of periodic audits of compliance.

6.2 Roles and Responsibilities

Office of the Archbishop/Curia/Rector/Executive and Senior Management

To ensure good governance and enhance reputation in line with legislative, NCSS and policy screening and monitoring requirements by:

- Placing the safety and welfare of children, young people, and adults at risk above other considerations
- Maintaining policies and procedures that reflect evolving best practice and strengthen Safeguarding initiatives.
- Making resources available in support of the CAP implementing corporate policies.

- Keeping and maintaining adequate church worker and where necessary subcontractor and third-party records that demonstrate compliance with the WWC Act and the CAP screening and monitoring policy.
- Implementation of the Safeguarding Handbook that contains screening and monitoring best practice.
- Employing robust Risk Management, Monitoring and Evaluation approaches.

Office of the Vicar General

To strengthen the CAP screening and monitoring compliance obligations of legislative, NCSS and policy pertaining to clergy, religious brothers, and sisters (appointed and visiting), through:

- Employing robust Risk Management, Monitoring and Evaluation approaches.
- Implementation of the Safeguarding Handbook that contains screening and monitoring best practice.

Safeguarding Office

To strengthen the CAP screening and monitoring compliance obligations of legislative, NCSS and policy requirements through:

- Raising awareness of the CAP screening and monitoring policy and compliance requirements.
- Taking responsibility for making resources available in support of the CAP complying with its screening and monitoring obligations.
- implementation of the Safeguarding Handbook that contains screening and monitoring best practice.
- Identifying the categories of child-related work clergy and religious brothers and sisters (appointed and visiting), seminarians, church workers (paid and unpaid) including contractors, and Third-Party users of church property owned or controlled by the CAP.
- Keeping and maintaining adequate Safeguarding officer records that demonstrate compliance with the WWC Act and the CAP screening and monitoring policy.
- Keeping and maintaining adequate clergy, religious brothers, and sisters (appointed and visiting) records that demonstrate compliance with the WWC Act and the CAP screening and monitoring policy.
- Managing and maintaining the ACMR / ACMR database to ensure its integrity.
- Employing robust Risk Management, Monitoring and Evaluation approaches.

Parishes, Agencies and Administration Centre

Emphasis is placed on maintaining a safe environment for children, young people, and adults at risk by:

- Raising awareness of the CAP screening and monitoring policy and compliance requirements
- Keeping and maintaining adequate church worker and where necessary subcontractor and third-party records that demonstrate compliance with the WWC Act and the CAP screening

and monitoring policy.

- Implementation of the Safeguarding Handbook that contains screening and monitoring best practice.
- Employing robust Risk Management, Monitoring and Evaluation approaches.

6.3 Australian Catholic Ministry Register (ACMR)

All clergy, religious brothers, and sisters (appointed and visiting) working on premises owned or controlled by the CAP (without exception unless otherwise categorised) shall apply for and maintain an Australian Catholic Ministry Register (ACMR) ID through the Australian Catholic Safeguarding Ltd.

In the event, that a visiting clergy, religious brother, or sister is not registered on the ACMR a personal declaration, church authority statement and NPC is required.

The ACMR will be monitored and updated frequently by the Safeguarding Office to ensure its accuracy and currency.

6.4 Working with Children Check (WWCC)

All clergy, religious brothers, and sisters (appointed and visiting), seminarians, church workers and if deemed necessary, subcontractors and third parties working on premises owned or controlled by the CAP (without exception unless otherwise categorised), who are deemed, under the *Working with Children Act 2004* to work with children, must present a valid WWCC Card or receipt of the WWCC application before commencement of their role.

6.4.1 Under 18 Years

Where under 18 years of age and engaged in child-related work, they must:

- Have parent permission to engage in church work.
- Hold a current WWCC only if in paid work.
- Not be given responsibilities without direct guidance and supervision of an adult in a leadership position under their area of responsibility.

6.4.2 Exemptions

The CAP reserves the right to require a WWCC for any role, at any time, at its absolute discretion and in accordance with the *Working with Children Act 2004*.

- **Permanently incapacitated and inactive Clergy and Religious**

An exemption applies in the case that a Clergy or religious brother, or sister (appointed and visiting):

- becomes permanently incapacitated through illness or injury and is no longer able to provide public ministry. A medical certificate from a medical practitioner is required and will be required to be stored on file in lieu of a renewed check.
- Retired – where they do not participate in any church events, activities, or public ministry.
- **Clergy and Religious without Appointment**
Clergy, religious brothers, and sisters (appointed and visiting) who have been

permanently removed from public ministry due to misconduct, but who have not lost the clerical state or resigned from ministerial priesthood or life cannot apply for a WWCC within the CAP. This is dependent on the nature of the misconduct and the term of removal as instructed by the OVG.

- **Visitors (Interstate and Overseas)**

Exemption under this category applies if visiting within a 14-day annual cumulative period or attending a one-off national event.

Note: visitors shall be required to obtain a WWCC if their stay exceeds 14 days in a 12-month cumulative period.

- **Some Contractors/ Third Party Users (On-Site)**

Some occasional or one-off Contractor or third-party users may be exempt under this category dependent upon the nature of the visit, frequency, and level of supervision at the location.

- **Parents volunteering in certain activities**

Where an unpaid church worker is volunteering in activities or events where their own child is involved or participates, an exemption applies. In this instance, a volunteer NPC is required.

Note: There is NO WWCC exemption applicable for any children's event that includes an overnight stay.

6.4.3 Application and Renewal Costs - WWCC

The applicant in all instances is responsible for undertaking the WWCC application process.

Clergy, religious brothers, and sisters (appointed only) may seek reimbursement for costs associated with applications and renewals from CAP.

Paid Church workers are responsible for all costs associated with a WWCC.

Unpaid Church workers can seek reimbursement from the relevant CAP Agency, Parish, or CAP administration centre for costs associated with a WWCC.

Visitors, subcontractors, or third-party users are responsible for all costs associated with a WWCC.

6.4.4 Negative Notice and Interim Negative Notice – WWCC

In the event a cleric, religious brother, or sister (appointed and visiting), seminarian or church worker is issued a negative notice or interim negative notice for a WWCC, they must notify their authorised representative (Safeguarding Office, Director, Rector, Manager, or Parish Priest) immediately and stand-down from child related work.

Recommencement in child-related work can only occur upon written notification by the CAP.

6.5 National Police Clearance (NPC)

An NPC certificate is required by all clergy, religious brothers, and sisters appointed in public ministry, seminarians, paid church workers and if deemed necessary unpaid church workers before the commencement of their role.

The NPC must not be less than three (3) months old from the date of issue and must be renewed every three (3) years.

If any offences are listed in an NPC, the respective Manager, Director, OVG or Parish Priest will seek guidance from the Safeguarding Office and the WA Professional Standards Office (WAPSO) before the person can commence in their role.

The CAP reserves the right for an NPC to be required for any role, at any time, at its absolute discretion.

6.5.1 Application and Renewal Costs - NPC

The applicant in all instances is responsible for undertaking the NPC application process.

Clergy, religious brothers, and sisters (appointed only) may seek reimbursement for costs associated with the NPC application from CAP.

Paid Church workers are responsible for all costs associated with an NPC.

Unpaid Church workers can seek reimbursement from the relevant CAP Agency, Parish or CAP administration centre for costs associated with an NPC.

Visitors, subcontractors, or third-party users are responsible for all costs associated with an NPC.

6.6 Other Screening and Monitoring

Other measures for screening and monitoring are considered best practice by the CAP.

6.6.1 Personal Safeguarding Declaration

It is the responsibility of clergy, religious brothers, and sisters (appointed and visiting), seminarians, church workers, subcontractors, and third-party users to disclose any convictions or matters of concern that may hinder their appointment or ability to work within the CAP.

The Safeguarding Program Personal Declaration is to be completed and returned to the respective Manager, Director, Parish Priest, or Safeguarding Office before commencing in their role.

6.6.2 Church Authority Statement

Clergy, religious brothers, and sisters (appointed and visiting) are required to produce a Church

Authority Statement to the Safeguarding Office from their respective Religious Order, Diocese or Archdiocese before commencing in their role.

6.6.3 WA Professional Standards Office Screening

It is the responsibility of the Office of the Archbishop, Curia, Executive, Senior Management, OVG, Agency Directors and Parish Priests to seek confirmation from the Safeguarding Office and the WAPSO of any known matters of concern that may hinder the appointment or ability for any person to work within the CAP.

6.7 Records

Screening and monitoring records such as a register or database and copies of declarations, WWCC cards, NPC certificates, renewal receipts, notifications, and any correspondence from statutory bodies regarding WWCC cards or NPC certificates must be kept at the parish, agency, or CAP administration centre using Tech One and Laserfiche in line with the Archdiocesan Administration Records Retention Policy.

7 BREACH OF POLICY

The CAP will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially. Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with legislation, Canonical Law, and CAP policies and matters may be escalated to the CAP Executive.

CATHOLIC ARCHDIOCESE OF PERTH RECRUITMENT, SCREENING AND MONITORING PROCEDURES

8 PROCEDURES—CAP SCREENING AND MONITORING

In conforming with Legislation, the NCSS, CAP Safeguarding Handbook and Policy, the procedures detailed below shall be followed.

The procedures are structured into the following sections:

- A. Clergy, religious brother, and sister**
- B. Parishes, Agencies, Seminarians and Administration Centre**

It is vital that the CAP ensures that the requirements for ACMR, WWCC and NPC are entwined in the everyday functions of the Archdiocese, and frequent monitoring is undertaken by the CAP in liaison with the People and Culture Manager, the Safeguarding Office, WAPSO and the OVG.

This is to be supported through a contemporary and living central database – Tech One.

SECTION A—CLERGY, RELIGIOUS BROTHER, AND SISTER

This section details the required screening and monitoring processes, including responsibilities, data and documents required for clergy and religious brothers or sisters:

- i. Appointed within the Archdiocese including from intrastate - a Diocese within WA*
- ii. Appointed to the Archdiocese from Interstate and Overseas*
- iii. Visiting Western Australia*

The OVG will notify the Safeguarding Office of appointments and visiting clergy, religious brothers, or sisters, to the CAP and provide any supporting documentation of those appointed or visiting either intrastate, interstate or from overseas.

The Safeguarding Office will conduct and maintain the screening and monitoring processes and databases including Tech One and Laserfiche.

Desktop audits will be undertaken by the Safeguarding Office in liaison with OVG to ensure compliance with legislative, NCSS, and CAP policy.

The Safeguarding Office will provide a quarterly status report of all WWCC cards, NPC certificates and ACMR ID checks to the OVG.

Any expired or non-compliant status will result in an immediate stand-down of public ministry and notification to the OVG.

i. APPOINTMENT WITHIN THE ARCHDIOCESE INCLUDING FROM INTRASTATE

Clergy, religious brothers, or sisters, within and including those from intrastate - another WA Diocese - who are made available by their Superior or Church Authority to minister outside their 'home' ministry as an appointment in the Archdiocese, must have a:

- A. WWCC**
- B. NPC**
- C. ACMR ID**
- D. OTHER SCREENING**

A. WWCC

Step 1. Have a current WWCC and provide a copy to the Safeguarding Office.

Step 2. Registration of an existing WWCC is to be conducted by the Safeguarding Office via the WWC Screening Unit website.

Step 3. If not the holder of a WWCC applicants must apply for a WWCC and produce a receipt of the application to the Safeguarding Office until a WWCC card is issued.

Step 4. The application process is as follows:

- a. Complete the WWCC Application form available from a participating Australia Post Outlet.
- b. Forward the application to the Safeguarding Office for authorisation by the Safeguarding Director.
- c. The Safeguarding Office will return the application to the applicant who will then apply to a participating Australia Post Outlet.
- d. The applicant will forward a copy of the receipt to the Safeguarding Office.

Step 5. A copy of the WWCC card is to be uploaded to the ACMR, Tech One and Laserfiche by the Safeguarding Office.

Step 6. Every three (3) years a WWCC is to be renewed.

Expiration

- a. *If valid for more than 4 months*
 - No action
- b. *If valid for less than 2 months*
 - Email, mail, or phone contact made by Safeguarding Office advising to renew (reminder generated by Tech One).
- c. *If valid for less than 1 month*
 - Email or phone contact made by Safeguarding Office advising to renew (reminder generated by Tech One).
 - Renewals followed up and copies of WWCC provided for uploading to ACMR and Tech One.
- d. *Expired WWCC*
 - Email sent advising of expiration, and personal contact made by Safeguarding Office.
 - The applicant is instructed to stand down from ministry by the Safeguarding Office using the Safeguarding Cessation Notification until they obtain and produce a valid WWCC or produce a receipt of application.
 - A copy of the cessation notification is to be forwarded to the OVG by the Safeguarding Office and a copy is to remain on their personnel file.
 - The applicant applies for renewal of WWCC.
 - The Safeguarding Office will email, mail or phone the applicant and advise of their right to work upon verification of the new WWCC.
 - The Safeguarding Office will save the correspondence in their personnel file and notify the OVG.

Validity

- a. Validation of a WWCC is to be conducted by the Safeguarding Office upon notification by the OVG of the appointed from intrastate.
- b. Ongoing validation of a WWCC is to be conducted by the Safeguarding Office – every six (6) months via the WWC Screening Unit website.

Negative Notice and Interim Negative Notice

- a. If a negative notice or interim negative notice is received by the CAP or issued to a Cleric, religious brother, or sister, the person must notify the Safeguarding Office immediately and stand-down from child related work.
- b. The Safeguarding Office will issue the person the Safeguarding Cessation Notification.
- c. The person is not to re-engage in child related work until guidance is sought by the Safeguarding Office from the OVG and the WAPSO.
- d. Recommencement in child-related work will only occur upon written notification to the person by the Safeguarding Office and notification to the OVG and WAPSO.

Note: WWCC Exemptions may apply. Refer to Section 6.4.2 – Exemptions.

B. NPC

Step 1. Provide to the Safeguarding Office an NPC or obtain an NPC not less than three (3) months from the date of issue.

Step 2. The application process is as follows:

- a. Complete the WA Police Force NPC application form available online or from a participating Australia Post Outlet.
- b. Forward a copy of the NPC certificate to the Safeguarding Office.
- c. In the event, that any offences are listed on the NPC, the Safeguarding Office will seek guidance from the OVG and the WAPSO, before the applicant commences ministry in the CAP.

Step 3. A copy of the NPC is to be uploaded to the ACMR, Tech One and Laserfiche by the Safeguarding Office.

Step 4. Every three (3) years a new NPC is required.

Expiration

- a. *If 2 years and 6 months old*
 - Email or mail sent by Safeguarding Office advising to obtain a new NPC (reminder generated by Tech One)
 - New NPC obtained and copy is provided to the Safeguarding Office for uploading to Tech One.
- b. *If 2 years and 9 months old*
 - Email or phone contact made by Safeguarding Office advising to renew (reminder generated by Tech One).
- c. *If three years old - Expired*

- Email sent advising of expiration, and personal contact made by the Safeguarding Office.
- The applicant is instructed to stand down by the Safeguarding Office from ministry using the Safeguarding Cessation Notification until they obtain and produce a new NPC.
- A copy of the cessation notification is to be forwarded to the OVG by the Safeguarding Office and a copy is to remain on their personal file.
- The applicant applies for a new NPC and forwards a copy to the Safeguarding Office.
- Upon the Safeguarding Office receiving the NPC, the Safeguarding Office will send an email and make personal contact to advise of their right to work.
- The Safeguarding Office will notify the OVG of their right to work.

C. ACMR

- Step 1.** The OVG advises the Safeguarding Office of a cleric requiring an AMCR.
- Step 2.** The Safeguarding Office complete the application to register for an ACMR and forwards to the OVG for signatory.
- Step 3.** The Safeguarding Office obtain a photograph and individual declaration for the purpose of an ACMR ID from the applicant.
- Step 4.** The Safeguarding Office submits the ACMR registration to Australian Catholic Safeguarding Ltd (ACSL).
- Step 5.** The Safeguarding Office and applicant receive approval notification and the allocated ACMR identification number from ACSL.
- Step 6.** The Safeguarding Office send a notification to the OVG of the ACMR approval.
- Step 7.** The Safeguarding Office update Tech One and upload to Laserfiche.

Verification

The verification of the status of an ACMR for those from another WA Diocese with an ACMR is as follows:

- Step 1.** The OVG will advise the Safeguarding Office of the ACMR ID.
- Step 2.** The Safeguarding Office will verify the ACMR via the ACSL website and advise the OVG of the status.

Validity

An ACMR ID validation check via the ACSL website is to be completed by the Safeguarding Office every six (6) months to ensure conformity.

D. OTHER SCREENING

Personal Declaration

Step 1. The Safeguarding Office will contact the appointed applicant to complete the Safeguarding Handbook Personal Declaration.

Step 2. The Safeguarding office will update Tech One and upload to Laserfiche.

Church Authority Statement & WAPSO

Step 1. The Safeguarding Office will contact the applicant to provide:

- a. A Church Authority Statement signed off by their current Diocesan Archbishop/Bishop or Provincial.

Step 2. The Safeguarding Office is to send an email to the OVG and the WAPSO to seek confirmation of any known matters of concern.

Step 3. In the event of a disclosure of concern in either the Personal Declaration or Church Authority Statement:

- a. Instruction by the Safeguarding Office will be to stand down from ministry responsibilities within the CAP using the Safeguarding Cessation Notification. A copy of the cessation notification is to be forwarded to the OVG and a copy is to remain on their personnel file.
- b. The Safeguarding Office will seek guidance and clearance from the OVG and the WAPSO, before the person commences ministry in the CAP.

Step 4. The Safeguarding Office will send an email to the OVG advising of screening clearance.

Step 5. The Safeguarding Office will advise the applicant of their right to work.

Step 6. The Safeguarding Office will update Tech One and upload to Laserfiche.

Note: Ministry cannot commence or continue until all screening is up to date and complete.

ii APPOINTMENT TO THE ARCHDIOCESE FROM INTERSTATE OR OVERSEAS

Clergy, religious brothers, or sisters, who are from interstate or overseas and who are made available by their Diocese or by their Superior or Church Authority to minister outside their 'home' ministry as an appointment in the Archdiocese must have or obtain a:

- A. WWCC**
- B. NPC**
- C. ACMR ID**
- D. OTHER SCREENING**

A. WWCC

Step 1. If the holder of a current WA WWCC, provide a copy to the Safeguarding Office.

Step 2. Registration of an existing WA WWCC to be conducted by the Safeguarding Office via the WWC Screening Unit website.

Step 3. If not the holder of a WA WWCC, provide evidence of their equivalent WWCC obtained

from their 'home' ministry state or country to the Safeguarding Office.

Step 4. The Safeguarding Office will contact the home state or country to verify the currency of the card.

Step 5. Applicants must then apply for a WA WWCC and produce a receipt of the application until a WWCC card is issued.

Step 6. The application and renewal process are as stipulated in this policy:

8. PROCEDURES, Section A – WWCC

Note: WWCC Exemptions may apply. Refer to Section 6.4.2 – Exemptions.

B. NPC

Step 1. Those appointed from interstate are to provide to the Safeguarding Office an NPC or obtain an NPC not less than three (3) months from the date of issue.

Step 2. Those from overseas are to provide a Police Clearance from their country of origin, not less than 3 months from the date of issue.

Step 3. The application and renewal of the NPC are as stipulated in this policy:

8. PROCEDURES, Section A – NPC

C. ACMR

Step 1. The OVG advises the Safeguarding Office of a cleric requiring an AMCR or ACMR verification check.

Step 2. Application, verification, and validation are as stipulated in this policy:

8. PROCEDURES, Section A – ACMR

D. OTHER SCREENING

Personal Declaration

Step 1. The Safeguarding Office will contact the appointed applicant to complete the Safeguarding Handbook Personal Declaration.

Church Authority Statement & WAPSO

Step 1. If an applicant does not have an ACMR. The Safeguarding Office will contact the appointed applicant to provide:

- a. A Church Authority Statement signed off by their current Diocesan Archbishop/Bishop or Provincial.

Step 2. In the event of a disclosure of concern in either the Personal Declaration or Church Authority Statement:

- a. Instruction by the Safeguarding Office will be to stand down from ministry within in the CAP using the Safeguarding Cessation Notification. A copy of the cessation notification is to be forwarded to the OVG and a copy is to remain on

their personnel file.

- b. The Safeguarding Office will seek guidance and clearance from the OVG and the WAPSO, before the person commences ministry in the CAP.

Step 3. The Safeguarding Office will send an email to the OVG advising of screening clearance.

Step 4. The Safeguarding Office will advise the applicant of their right to work.

Step 5. The Safeguarding Office will update Tech One and upload to Laserfiche.

Note: Ministry cannot commence or continue without a current WWCC card or a receipt for a WWCC application, an NPC and other screening completed.

iii VISITING WESTERN AUSTRALIA

Private Purposes (annual leave) - WILL NOT Participate in Church Events or Public Ministry

No screening and monitoring is required.

Study Purposes, Church Event, or Invitation for Public Ministry

A. WWCC

Step 1. Provide evidence of their WA WWCC or equivalent obtained from their 'home' ministry state or country to the Safeguarding Office.

Step 2. The Safeguarding Office will contact the home state or country to verify the currency of the card.

Step 3. Less than 14 days cumulative in a 12-month period - No WA WWCC required.

Step 4. One-off National event - No WA WWCC required.

Step 5. Greater than 14 days cumulative in a 12-month period – must provide a copy of their WA WWCC to the Safeguarding Office or apply for a WA WWCC as stipulated:

8. PROCEDURES, Section A – WWCC

Step 6. A copy of the WA WWCC or equivalent is to be uploaded to Tech One and Laserfiche by the Safeguarding Office.

Note: WWCC Exemptions may apply. Refer to Section 6.4.2 – Exemptions.

B. NPC

Step 1. Intrastate or intrastate visitors to WA are to provide to the Safeguarding Office a copy of their NPC, not less than 3 months from the date of issue.

Step 2. Overseas visitors are to provide a Police Clearance from their country of origin, not less than 3 months from the date of issue.

Step 3. In the event, that any offences are listed on the NPC or country of origin equivalent, the Safeguarding Office will seek guidance from the OVG and the WAPSO, before the applicant commences ministry in the CAP.

- Step 4.** A copy of the NPC or overseas Police Clearance is to be uploaded to Tech One and Laserfiche by the Safeguarding Office.

C. ACMR

- Step 1.** Intrastate or interstate visitors are to provide to the Safeguarding Office their ACMR ID prior to arrival into WA.
- Step 2.** The Safeguarding Office will verify the ACMR via the ACSL website and advise the OVG of the status.
- Step 3.** Those visiting without an ACMR are to provide OTHER SCREENING as stipulated in Section D

D. OTHER SCREENING

Prior to their visit to WA:

Personal Declaration

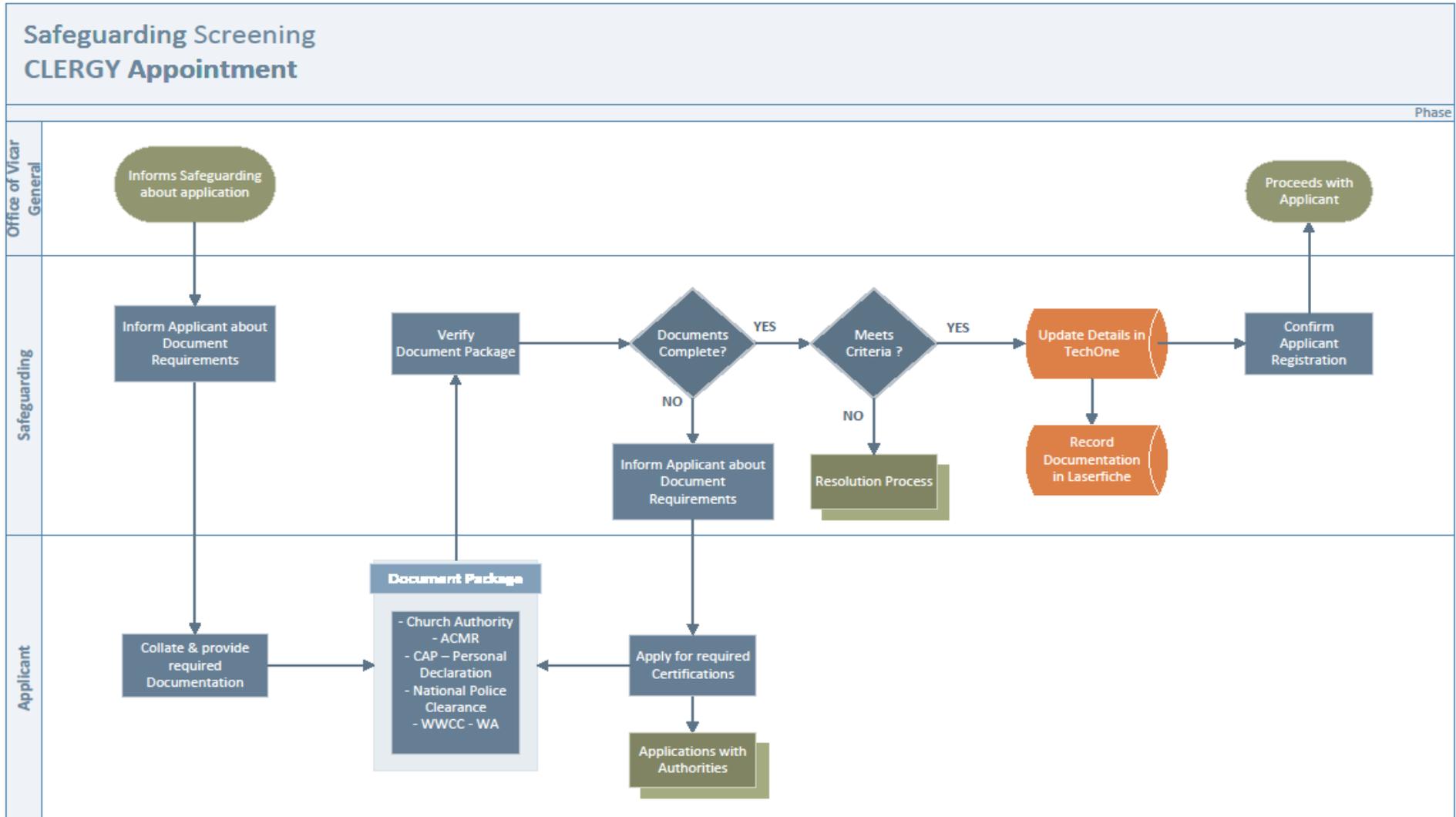
- Step 1.** The Safeguarding Office will contact the visitor to complete the Safeguarding Handbook Personal Declaration.

Church Authority Statement & WAPSO

- Step 1.** If an applicant does not have an ACMR. The Safeguarding Office will contact the visitor to provide:
- a. A Church Authority Statement signed off by their current Diocesan Archbishop/Bishop or Provincial.
- Step 2.** In the event of a disclosure of concern in either the Personal Declaration or Church Authority Statement:
- a. Instruction by the Safeguarding Office will be to stand down from ministry within in the CAP using the Safeguarding Cessation Notification. A copy of the cessation notification is to be forwarded to the OVG and a copy is to remain on their personnel file.
 - b. The Safeguarding Office will seek guidance and clearance from the OVG and the WAPSO, before the person commences ministry in the CAP.
- Step 3.** The Safeguarding Office will send an email to the OVG advising of screening clearance.
- Step 4.** The Safeguarding Office will advise the applicant of their right to work.
- Step 5.** The Safeguarding Office will update Tech One and upload to Laserfiche.

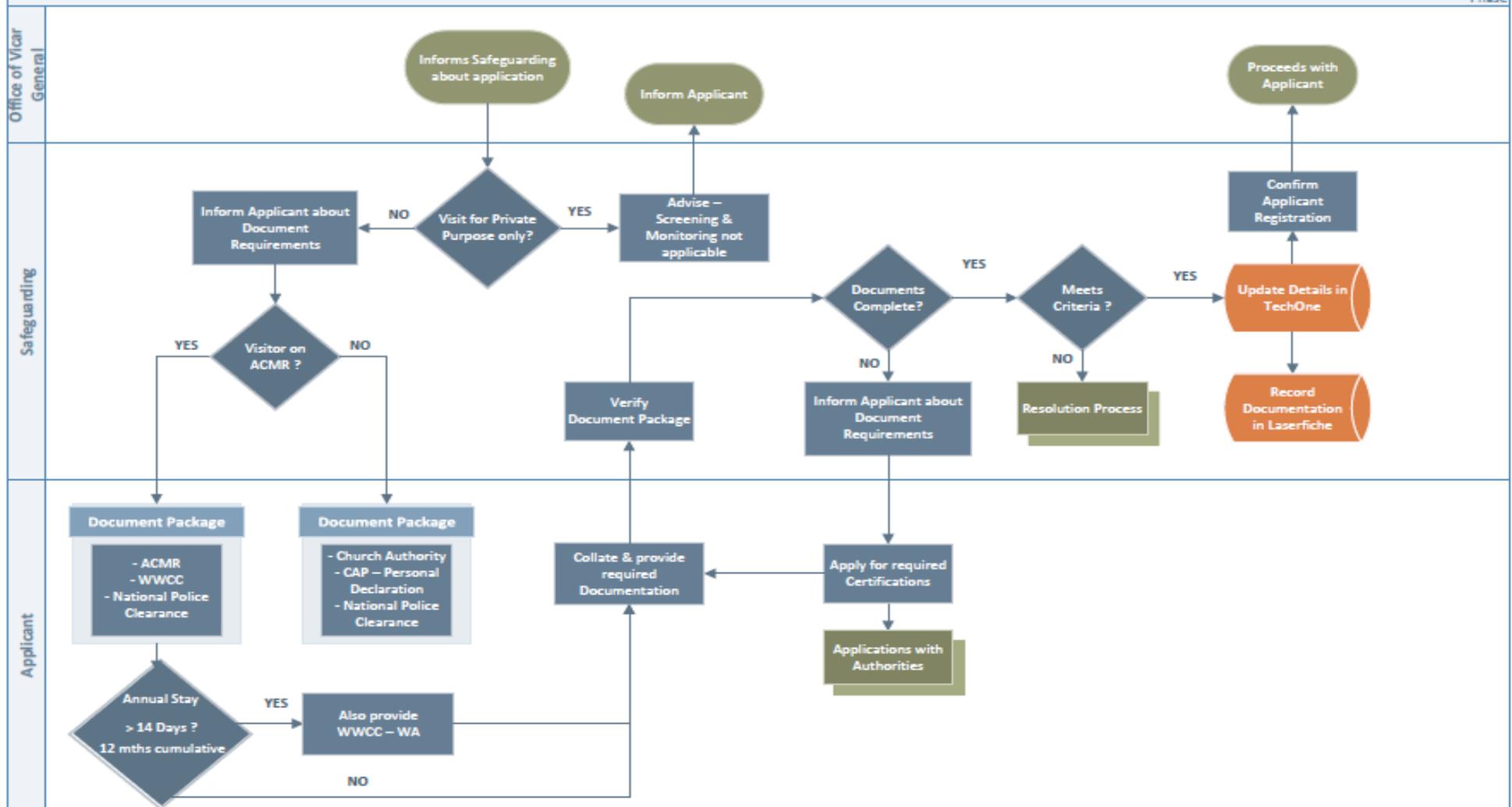
Note: Ministry visits cannot commence without clearance and permission from the OVG.

Process Map - Section A—Clergy, Religious Brother and Sister



Safeguarding Screening CLERGY Visiting

Phase



SECTION B—PARISHES, AGENCIES, SEMINARIANS AND ADMINISTRATION CENTRE

This section details the required screening and monitoring processes, including responsibilities, data and documents required for all church workers (paid and unpaid), including seminarians and where necessary contractors and third-party users, of church property owned or controlled by the CAP who are:

- i. Working with children*
- ii. Working with adults and adults at risk*
- iii. Safeguarding Officers*

Parish Priests, Seminary Rectors, Agency Directors and Administration Centre Managers act on behalf of the Archbishop to ensure the screening and monitoring of church workers (paid and unpaid), seminarians, and if necessary contractors and third-party users of church property owned or controlled by the CAP under their supervision.

Desktop audits will be undertaken by the Safeguarding Office to ensure compliance with legislation, NCSS and CAP policy.

The screening will include where necessary a:

- A. WWCC**
- B. NPC**
- C. OTHER SCREENING**

Refer to Annexure1 – Screening Matrix.

A. WWCC

- Step 1.** Have a current WA WWCC and provide a copy to their Parish Priest, Rector, Agency Director, or Manager.
- Step 2.** Registration of an existing WWCC is to be conducted by the relevant Parish Priest, Rector, Agency Director, or Manager via the WWC Screening Unit website.
- Step 3.** If not the holder of WWCC church workers must apply for a WWCC and produce a receipt of the application to their Parish Priest, Rector, Agency Director, or Manager until a WWCC card is issued.
- Step 4.** The application process is as follows:
 - a. Complete the WWCC Application form available from a participating Australia Post Outlet.
 - b. Forward the application to the Parish Priest, Rector, Agency Director or Manager for authorisation.
 - c. The Parish Priest, Rector, Agency Director or Manager will endorse and return the application to the church worker who will then apply to a participating

Australia Post Outlet.

- d. The church worker will forward a copy of the receipt to the relevant office/parish.

Step 5. A copy of the WWCC card is to be uploaded to the relevant database held by the Parish, Seminary, Agency, or CAP office.

Step 6. Every three (3) years a WWCC is to be renewed.

Expiration

- a. *If valid for more than 4 months*
 - No action—database updated
- b. *If valid for less than 2 months*
 - Email, mail, or phone contact made by the Parish Priest, Rector, Agency Director or Manager advising to renew.
- c. *If valid for less than 1 month*
 - Email, mail, or phone contact made by the Parish Priest, Rector, Agency Director or Manager advising to renew.
 - Renewals followed up and copies of WWCC provided for uploading to the database.
- d. *Expired WWCC*
 - Email sent advising of expiration, and personal contact made by Parish Priest, Rector, Agency Director or Manager.
 - The church worker is instructed to stand down by the Parish Priest, Rector, Agency Director, or Manager using the Safeguarding Cessation Notification until they obtain and produce a valid WWCC or produce a receipt of application.
 - A copy of the cessation notification is to be forwarded to the Safeguarding Office and a copy to remain on their personal file.
 - The church worker applies for renewal of WWCC.
 - The Parish Priest, Rector, Agency Director, or Manager will email, mail or phone the church worker to advise their right to work upon verification of the new WWCC.
 - The Parish, Seminary, Agency, or CAP office will save the correspondence in their personnel file and notify the Safeguarding Office.

Validity

- a. Ongoing validation of a WWCC is to be conducted by the Parish, Seminary, Agency, or CAP office every six (6) months via the WWCC Screening Unit website.

Negative Notice and Interim Negative Notice

- a. If a negative notice or interim negative notice is received by the Parish Priest, Seminary Rector, Agency Director, or Manager or issued to a church worker, the church worker must notify the Parish Priest, Rector,

- Agency Director, or Manager immediately and stand down from child-related work.
- b. The Parish Priest, Seminary Rector, Agency Director, or Manager Safeguarding Office will issue the church worker Safeguarding Cessation Notification.
 - c. The church worker is not to re-engage in child-related work until guidance is sought by the Parish Priest, Seminary Rector, Agency Director, or Manager from the Safeguarding Office, OVG and the WAPSO.
 - d. Recommencement in child-related work will only occur upon written notification to the church worker by the Safeguarding Office and notification to the OVG and WAPSO.

Note: WWCC Exemptions may apply. Refer to Section 6.4.2 – Exemptions.

B. NPC

Step 1. If deemed necessary for their role, a church worker whilst working on premises owned or controlled by the CAP is required to provide to the Parish Priest, Seminary Rector, Agency Director, or Manager an NPC not less than three (3) months from the date of issue or be willing to apply for an NPC before the commencement of their employment or studies.

Refer to Annexure1 – Screening Matrix.

Step 2. The application process is as follows:

- a. Complete the WA Police Force NPC application form available online or from a participating Australia Post Outlet.
- b. Forward a copy of the NPC certificate to the Parish Priest, Seminary Rector, Agency Director, or Manager.
- d. In the event any offences are listed on the NPC, the Parish Priest, Seminary Rector, Agency Director, or Manager will seek guidance from the Safeguarding Office and the WAPSO, before the church worker commences in their role.

Step 3. If a church worker is an overseas arrival, they must provide a Police Clearance from their country of origin, not less than 3 months from the date of issue.

Step 4. A copy of the NPC is to be uploaded to the relevant database held by the Parish, Seminary, Agency, or CAP office.

Step 5. Every three (3) years a new NPC is required.

Expiration

- a. *If 2 years and 6 months old*
 - Email sent by Parish Priest, Seminary Rector, Agency Director, or Administration Centre Manager advising to obtain a new NPC.
 - New NPC obtained and copy provided to the Parish, Seminary, Agency, or CAP office for uploading to the database.

- b. *If 2 years and 9 months old*
 - Email sent by Parish Priest, Seminary Rector, Agency Director, or Administration Centre Manager advising to obtain a new NPC.
- c. *If three years old - expired*
 - Email sent advising of expiration and personal contact made by Parish, Agency, Seminary Rector, or Manager.
 - The church worker is instructed to stand down by the Parish Priest, Seminary Rector, Agency Director, or Manager from their role using the Safeguarding Cessation Notification until they obtain and produce a new NPC.
 - A copy of the cessation notification is to be forwarded to the Safeguarding Office and a copy is to remain on their personal file.
 - The church worker applies for a new NPC.
 - Upon the Parish, Seminary, Agency, or CAPAC receiving the NPC, the Parish Priest, Seminary Rector, Agency Director, or Administration Centre Manager will send an email and make personal contact with the church worker advising of their right to work.

C. OTHER SCREENING

Personal Declaration

- Step 1.** All church workers (paid and unpaid), including seminarians and where necessary contractors and third-party users must complete the Safeguarding Handbook Personal Declaration and forward it to the relevant Parish, Agency, or CAPAC office.
- Step 2.** In the event of a disclosure of concern:
 - a. Instruction by the Parish Priest, Seminary Rector, Agency Director, or Manager will be to stand down from their role within in the CAP using the Safeguarding Cessation Notification. A copy of the cessation notification is to be forwarded to the Safeguarding Office and a copy is to remain on their personnel file.
 - b. The Safeguarding Office will seek guidance and clearance from the Safeguarding Office and the WAPSO, before the church worker commences in their role.
- Step 3.** The Safeguarding Office will send an email to the Parish Priest, Seminary Rector, Agency Director, or Manager advising of screening clearance.
- Step 4.** The Parish Priest, Seminary Rector, Agency Director, or Manager will advise the church worker of their right to work.
- Step 5.** The Parish, Seminary, Agency, or CAP office will update the relevant database held by the Parish, Seminary, Agency, or CAP office.

Transfer or Placement

In the event a church worker transfers to another CAP parish or agency or a seminarian is on placement within the CAP, they must provide the Parish Priest, Agency Director, or Manager with a copy of their WWCC, NPC and Personal Declaration.

Safeguarding Officers

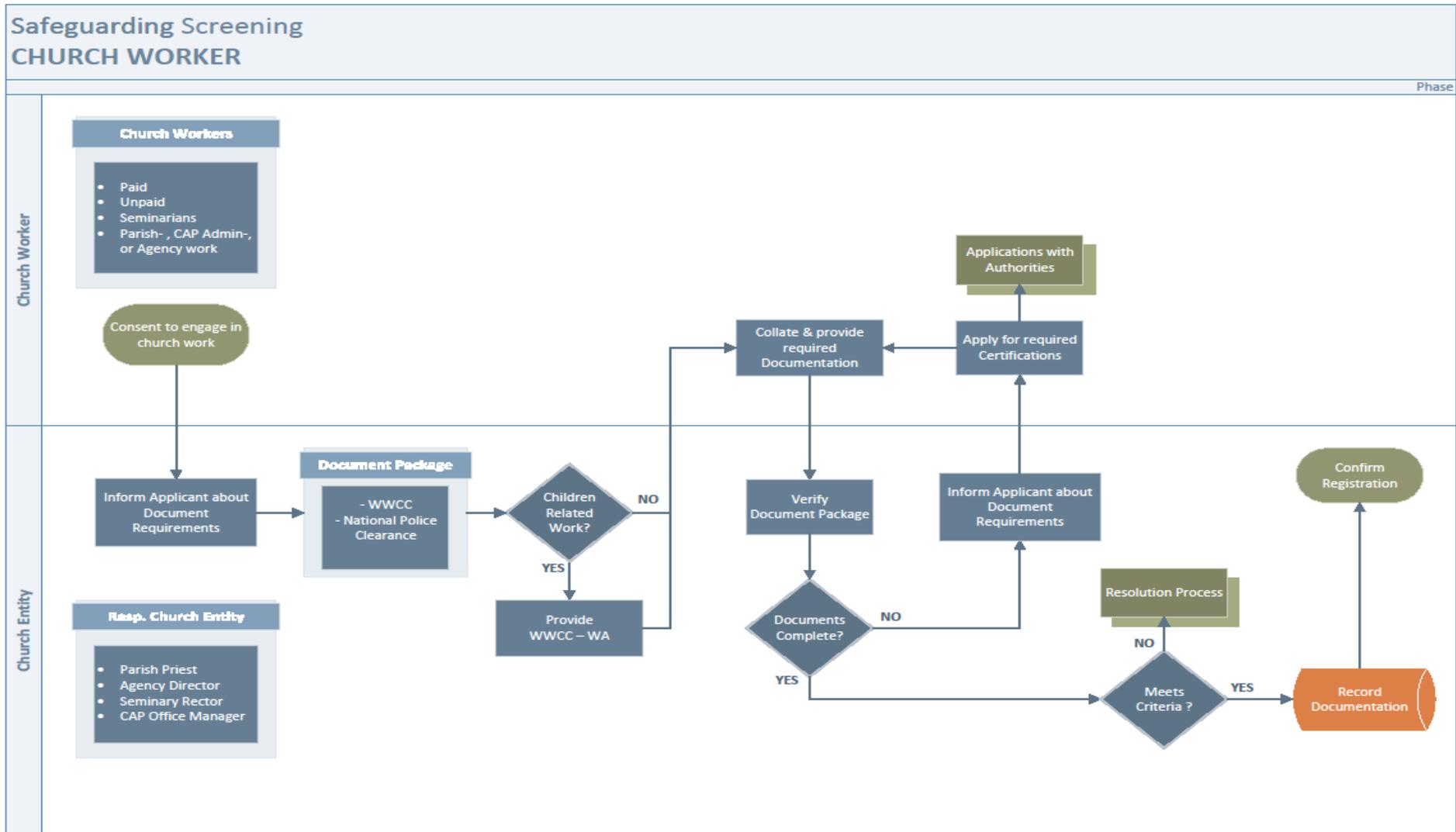
The screening and monitoring of Safeguarding Officers (SGO) is the responsibility of the Safeguarding Office.

All screening procedures as outlined in Section B of this policy will be followed by the Safeguarding Coordinator and recorded and updated on the Safeguarding Officer database.

The Safeguarding Coordinator will notify the relevant Parish or Agency Office of the screening status of the SGO attached to their location.

Note: Church workers, including seminarians and where necessary contractors and third-party users cannot commence or continue in their role without meeting all necessary screening requirements as stipulated in this policy.

Process Map – Section B – Parishes, Agencies, Seminarians and Administration Centre





ARCHDIOCESE OF PERTH

SCREENING AND MONITORING POLICY CAP-SM 001

Appendix 1 – Screening Matrix

The following matrix sets out the key roles within a Parish, Agency or CAPAC and the safeguarding requirements for each. It is not an exhaustive list of all possible roles and should be used as a guide only.

If unsure of a roles screening requirement, please direct all queries to the CAP Safeguarding Office.

Ministry/Role	WWCC	NPC	Safeguarding Personal Declaration	Safeguarding Induction	Safeguarding Induction Refresher	
	3	3	Once	Once	1	3
Frequency – repeat years	3	3	Once	Once	1	3
Acolyte	*	*	*	*		*
Administration - Agency + Parish (Paid/Unpaid)		*	*	*		*
Administration - Agency + Parish (Paid/Unpaid) (Adult - interacting with child)	*	*	*	*		*
Altar Server (Adult - interacting with child Altar Server)	*		*	*		*
Altar Server Coordinator/Trainer (Adult - interacting with child Altar Server)	*		*	*		*
Alter server (Child under 18 years)			Parent Consent			
Audiovisual Technician (Child under 18 years)			Parent Consent			
Audiovisual Technician (Adult - interacting with child technician)	*		*	*		*
Cantor or Music/Choir Leader		*	*	*		*
Cantor or Music/Choir Leader (Adult - interacting with child singer/musician)	*		*	*		*
Cantor or Music/Choir Member			*	*		*
Care and Concern Ministry – at home visits		*	*	*		*
Catechist	*	*	*	*		*
Children's Liturgy Coordinator/Leader + member (Adult)	*		*	*		*
Cleaner (Paid/Unpaid) with keys for access		*	*	*		*
Cleaner (Unpaid)			*	*		*
Flower Arranger (Unpaid)			*	*		*
Clergy	*	*	*	*	*	
Collector		*	*	*		*
Counter		*	*	*		*
Agency Director/Manager		*	*	*	*	
Agency Director/Manager (interacting with child)	*	*	*	*	*	
Extraordinary Minister – at Mass	*		*	*		*
Extraordinary Minister - Holy Communion to Sick + Hospital + Home	*	*	*	*		*

Finance Council Member		*	*	*		*
Greeters at Mass (Adult)			*	*		*
Groundsman/Gardener			*	*		*
Hospitality Volunteer (Adult - interacting with child helper)	*		*	*		*
Hospitality Volunteer (Adult)			*	*		*
Offertory Procession (Adult)			*	*		*
Parish/Agency Pastoral + Financial Council Member		*	*	*		*
Pastoral Visitor	*	*	*	*		*
Photographer/Video Technician	*	*	*	*		*
Piety Store		*	*	*		*
Prayer Group/Bible Study Leader		*	*	*		*
RCIA + RCIC Coordinator/Leader (Adult Only Group)		*	*	*		*
RCIA + RCIC Coordinator/Leader (interacting with child)	*	*	*	*		*
Reader of Prayers			*	*		*
Reader or Lector			*	*		*
Religious Brother or Sister	*	*	*	*	*	
Sacramental Program Coordinator/Leader	*		*	*		*
Sacristan	*	*	*	*		
Seminarian	*	*	*	*		*
Transport Ministry (e.g., bus driver)	*	*	*	*		*
Young Adult Group Coordinator		*	*	*		*
Youth Group Coordinator/Leader	*		*	*		*