



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	
					1	3
Frequency – repeat years	3	3	Once	Once		
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	*		*	*		*



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Ministry/Role	WWCC	NPC	Safeguarding Personal Declaration	Safeguarding Induction	Safeguarding Induction Refresher	
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	*		*	*		*