



ARCHDIOCESE OF PERTH

SCREENING AND MONITORING POLICY

FAQs

How do I know what screening I need?

This can be found on the Catholic Archdiocese of Perth Safeguarding Program Website. Visit [Archdiocesan Screening Protocols – Safeguarding Office \(perthcatholic.org.au\)](http://perthcatholic.org.au) or you can ask your Parish Priest, Agency Director, Manager or Safeguarding Officer.

Where can I access the information to find out more about the Screening and Monitoring Policy?

Visit [Archdiocesan Screening Protocols – Safeguarding Office \(perthcatholic.org.au\)](http://perthcatholic.org.au)

Who can I contact if I have any questions?

Contact the Safeguarding Program Office or Visit [Archdiocesan Screening Protocols – Safeguarding Office \(perthcatholic.org.au\)](http://perthcatholic.org.au)

When do I need to complete the screening requirements by?

It is an ongoing process. Contact the Safeguarding Office to clarify.

Do I need to complete a Personal Safeguarding Declaration if I only volunteer occasionally?

Yes, a Personal Declaration is required if you undertake any paid or unpaid role within the Archdiocese.

If I have already completed a Personal Declaration (FORM 2 & 18) do I need to do this again?

No. Please check with your Parish, Agency, or Organisation that they have a copy of your previous declaration (FORM 2 & 18).

Do I need to renew my Personal Declaration?

No, it is a once-off form stored at your local parish/agency/organisation.

How often do I need to complete a Safeguarding Induction?

Every three (3) years for Church workers (paid & unpaid)
Annually for Clergy and Religious, Directors and Managers.

Can I transfer my screening records if I move Parish, Agency, or Organisations within the Archdiocese?

Yes. Each Parish, Agency and Organisation keeps local records. You can obtain a copy of your records from your current location to take with you to give to your new Parish Priest, Director, or Manager.



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If I move to a parish outside of the Archdiocese (within WA or over east) can I transfer my screening records?

No. The Screening and Monitoring Policy only relates to the Catholic Archdiocese of Perth.

Do I need to get a National Police Clearance (NPC) if I volunteer or work in the Archdiocese?

Not all church roles require an NPC. Check the Screening Matrix to find out which roles need one. If your specific role is not listed, contact the Safeguarding Program Office PH: 08 9221 7762.

What is the difference between an NPC and a Volunteer National Police Clearance (VNPC)?

If your church role is unpaid you can apply for a VNPC that is cheaper than an NPC. Visit www.check.cleartowork.com.au to find out more.

How can I get an NPC or VNPC?

Many Australian organisations offer an online application process. It is a personal preference on whom you use. Not all organisations can process a VNPC. One organisation that the Archdiocese is aware of that can do both is *Clear to Work*. Visit www.check.cleartowork.com.au to find out more.

Can I provide an NPC I already have?

Yes, if your NPC was issued within the last three months of the date you submit it to the Archdiocese.

No, if it is older than three months old to the date you submit it to the Archdiocese.

How do I know if I need a Working with Children Card (WWCC)?

If your role is deemed child-related work, you will need a WWCC (some exemptions apply). Please contact the Safeguarding Program Office PH: 08 9221 7762 if you are unsure.

Can I provide the Archdiocese with a copy of my WWCC if I have it for other employment?

Yes.

Who pays for my WWCC or NPC/VNPC?

If you are in an unpaid (volunteer) role you can seek reimbursement from your Parish/Agency/Organisation.

How will my records be kept secure?

All aspects of the Archdiocese must comply with the Archdiocese Access, Use and Security of Records Policy.