SCREENING MATRIX – CATHOLIC ARCHDIOCESE OF PERTH

The following matrix sets out the key roles within the Catholic Archdiocese of Perth and the screening requirements for each.
It is not an exhaustive list and should only be used as a guide.
If unsure of screening requirements, please direct all queries to the Safeguarding Program Office.

AGENCY | ORGANISATION | OFFICE ROLE	WWCC*	NPC VNPC**	Safeguarding Personal Declaration	Safeguarding Induction Training	
FREQUENCY - REPEAT YEARS	3	3	Once	Annually	3
Director/Manager		*	*	*	
Director/Manager - Interacting with child	*	*	*	*	
Committee/Board Members			*	*	
Employee		*	*		*
Employee - interacting with children	*	*	*		*
Employee – working with adults at risk		*	*		*
Safeguarding Officer	*	*	*		*
Volunteer			*		*
Volunteer - Interacting with Child	*		*		*
Volunteer - working with adults at risk		*	*		*

*WWCC – Working with Children Card
**NPC VNPC – National Police Clearance or Volunteer National Police Clearance

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PARISH CHURCH WORKER | MINISTRY	WWCC*	NPC VNPC**	Safeguarding Personal Declaration	Safeguarding Induction Training	
FREQUENCY - REPEAT YEARS	3	3	Once	Annually	3
Acolyte	*		*		*
Administration (Paid/Unpaid)		*	*		*
Administration (Paid/Unpaid) - interacting with child	*	*	*		*
Altar Server (Adult) - Interacting with child Altar Server	*		*		*
Altar Server Coordinator/Trainer (Adult) - interacting with child Altar Server	*		*		*
Altar server - Child under 18 years			Parent Consent		
Audio-visual Technician (Adult)			*		*
Audio-visual Technician (Adult - interacting with child technician)	*		*		*
Cantor or Music/Choir Leader/Member			*		*
Cantor or Music/Choir Leader (Adult) - interacting with child singer/musician	*		*		*
Care and Concern Pastoral Ministry/worker (paid/unpaid) Interacting with Adults at Risk (e.g., home visits/sick/aged/disability/hospital ministry)		*	*		*
Catechist	*		*		*
Child Helper under 18 years			Parent Consent		
Clergy	*	*	*	*	
Cleaner (Paid/Unpaid) with keys for access		*	*		*
Cleaner (Unpaid)			*		*
Collector			*		*
Counter			*		*
Extraordinary Minister	*		*		*
Flower Arranger (Unpaid)			*		*
Greeters at Mass (Adult)			*		*
Groundsman/Gardener			*		*
Hospitality Worker (Unpaid) (Adult) - interacting with child helper	*		*		*
Hospitality Worker (Unpaid)			*		*
Offertory Procession (Adult)			*		*
Parish Council Member			*		*
Parish Finance Council Member		*	*		*
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	*		*		*
Safeguarding Officer	*	*	*		*
Seminarian	*	*	*		*
Transport Ministry (e.g., bus driver)			*		*
Transport Ministry (e.g., bus driver interacting with child)	*		*		*
Young Adult Group Coordinator			*		*
Youth Group Coordinator/Leader	*		*		*

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