

Checklist.

for a staff member's screening requirements



This Screening Requirements Checklist has been developed by the Safeguarding Program Office to support all Archdiocesan staffs to meet the screening requirements as set out within the **Screening and Monitoring Policy** (updated 20 September 2023).

You have read the updated Screening and Monitoring Policy [here](#).

You have downloaded the Screening Matrix ([here](#)) and identified what screening requirements relate to your role within the Archdiocese.

You have checked - via the screening matrix - if you need a **Working With Children Check (WWCC)** (you can seek reimbursement as per the Policy [here](#).)

If yes, you've attached a digital copy of your WWCC to send to People and Culture with completed checklist.

If your role does not require a WWCC, please add N/A in the check box.

You have checked - via the screening matrix - if you need **National Police Clearance (NPC)** (The Archdiocese will pay for the first NPC as per the Policy [here](#).)

If yes, you've attached a digital copy of your NPC to send People and Culture with this completed checklist.

If your role does not require a NPC, please add N/A in the check box.

You have completed a **Safeguarding Personal Declaration** (access [here](#)). This is a requirement from ALL staff. Please attach a copy of the declaration to your completed checklist when submitting to People and Culture.

You checked if your role needs to complete a **Safeguarding Induction Training** by checking against the Screening Matrix (view training dates [here](#)).

Employee name: _____ Date _____