

Checklist.

for Agencies' screening requirements



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

Agency name: _____

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

You and/or your designated team member have downloaded the Screening Matrix ([here](#)) and identified what you require from your volunteers.

You and/or your designated team member have downloaded the Screening and Monitoring Database Template ([here](#)) to track your volunteers' screening requirements.

You and/or your designated team member have checked that relevant volunteer/s has a **Working With Children Check** (volunteer needs to pay for this and can seek reimbursement as per the Policy [here](#).)

You and/or your designated team member have checked that relevant volunteer/s has a **National Police Clearance** (The Archdiocese will pay for the first NPC as per the Policy [here](#). Post the three year review, volunteers need to pay for this).

You and/or your designated team member have checked that relevant volunteer/s has a **Voluntary National Police Clearance Check** (The Archdiocese will pay for the first NPC as per the Policy [here](#). Post three year review, volunteers need to pay for this).

You and/or your designated team member have checked that ALL volunteers have completed a **Safeguarding Personal Declaration** (access [here](#)).

You and/or your designated team member have checked that ALL volunteers have completed a **Safeguarding Induction Training** (view training dates [here](#)).

Director name: _____ Date _____

When completed, please email to Grace at agency.support@perthcatholic.org.au