Checklist.
for a Parish screening requirements

This Screening Requirements Checklist has been developed by the Safeguarding Program Office to support parish priests within the Archdiocese of Perth to meet the screening requirements for their Church workers (paid or unpaid). These requirements as set out within the **Screening and Monitoring Policy** (updated 20 September 2023).

Parish name: _____

- [ ] You and all your Church workers (paid or unpaid) have read the updated Screening and Monitoring Policy **here.**

- [ ] You and/or your parish secretary have downloaded the Screening Matrix **(here)** and identified what you require from your Church workers (paid or unpaid).

- [ ] You and/or your parish secretary have downloaded the Screening and Monitoring Database Template **(here)** to track your Church workers (paid or unpaid) screening requirements.

- [ ] You and/or your parish secretary have checked that relevant Church workers (paid or unpaid) have a **Working With Children Check** (Church workers (paid or unpaid) needs to pay for this and can seek reimbursement as per the Policy **here.**)

- [ ] You and/or your parish secertary have checked that relevant Church workers (paid or unpaid) have a **National Police Clearance (NPC).** (The Archdiocese will pay for the first NPC as per the Policy **here.** Post the three year review, Church workers (paid or unpaid) need to pay for this).

- [ ] You and/or your parish secretary have checked that relevant Church workers (paid or unpaid) have a **Voluntary National Police Clearance Check** (The Archdiocese will pay for the first NPC as per the Policy **here.** Post the three year review, Church workers (paid or unpaid) need to pay for this).

- [ ] You and/or your parish secretary have checked that ALL Church workers (paid or unpaid) have completed a **Safeguarding Personal Declaration** (access **here**).

- [ ] You and/or your parish secretary have checked that relevant Church workers (paid or unpaid) have completed a **Safeguarding Induction Training** (view training dates **here**).

Parish Priest name: _____   **Date** _____