



Catholic Archdiocese  
of Perth

# POLICY



## **POLICY:** Screening and Monitoring

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Approved: 01-07-2022

Effective: 01-07-2022

Policy Category: Governance

Sub-category: Safety of Children and Adults at Risk

*"I can do all things through him who strengthens me."*

Philippians 4:13



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## DOCUMENT INFORMATION

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<b>Name of Policy:</b>	Screening and Monitoring
<b>Description:</b>	To provide processes to reduce the risk of unsuitable persons being engaged in Church activities or services in order to protect the safety of children, young people and adults at risk
<b>Policy applies to/scope:</b>	All members of the Church Community
<b>Policy Status:</b>	<input type="checkbox"/> New Policy, or <input checked="" type="checkbox"/> Revision of Existing Policy
<b>Policy Category:</b>	Governance
<b>Policy Sub-category:</b>	Safety of Children and Adults at Risk
<b>Approval Authority:</b>	+AB
<b>Governing Authority:</b>	Executive Team
<b>Responsible Officer:</b>	Safeguarding Director
<b>Approval Date:</b>	01-07-2022
<b>Date of Policy review<sup>1</sup>:</b>	01-12-2025
<b>Assistance:</b>	Questions related to the <i>Policy: Screening and Monitoring</i> can be directed to the Safeguarding Director by email to: director.safeguarding@perthcatholic.org.au.

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<sup>1</sup> Unless otherwise indicated, this Policy will still apply beyond the review date.



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## 1. PURPOSE

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- 1.1 The purpose of the policy is to:
- a) Support the Catholic Archdiocese of Perth (**Archdiocese**) in meeting its responsibility for the safety of children, young people, and adults at risk;
  - b) Provide suitability and integrity processes to reduce the risk of unsuitable persons being engaged in activities or services;
  - c) Ensure confidentiality relating to the process and security of relevant records;
  - d) Ensure that persons having contact with or engaged in activities with children, young people, and adults at risk are screened and monitored in accordance with the legislative requirements of:
    - i. WA Working with Children Checks (WWCC)
    - ii. National Police Clearances (NPC)
    - iii. NDIS
    - iv. Australian Catholic Ministry Register (ACMR); and
    - v. National Catholic Safeguarding Standards (NCSS).

## 2. SCOPE

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- 2.1 This policy applies to:
- a) Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers, Board Members; and
  - b) Visitors, Contractors, and Third-Party Users of Church Property, where appropriate as determined by an Executive Director, Director, Senior Manager or Parish Priest.
- 2.2 This Policy applies to conduct during usual Archdiocesan business, activities, events, and contracted services.

## 3. PRINCIPLES

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- 3.1 The Archdiocese is committed to providing safe environments for children, young people, and adults at risk.
- 3.2 The implementation and monitoring of Working with Children Checks are



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only one means by which the Archdiocese meets its obligations to the safety of children, young people, and adults at risk.

- 3.3 The screening and monitoring of suitability to be engaged with the Archdiocese is continuous and must be based on sufficient and relevant information.
- 3.4 Information will be managed in accordance with Archdiocesan Information Management policies and processes, NCSS, legislative requirements and National Privacy Principles.

## **4. ROLES AND RESPONSIBILITIES**

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### **4.1 Office of the Archbishop**

The Office of the Archbishop is responsible for ensuring compliance with this policy, including the conduct of periodic audits of compliance.

### **4.2 Office of the Archbishop/Curia/Rector/Executive and Senior Management**

To ensure good governance and enhance reputation in line with legislative, NCSS and policy screening and monitoring requirements by:

- Placing the safety and welfare of children, young people, and adults at risk above other considerations.
- Maintaining policies and procedures that reflect evolving best practice and strengthen Safeguarding initiatives.
- Making resources available to support the implementation of policies.
- Keeping and maintaining adequate Employee, Church Worker, Volunteer and, where necessary, Contractor and Third-Party User records that demonstrate compliance with the WWC Act and this Policy.
- Implementation of Safeguarding Guidelines that contain screening and monitoring best practice.
- Employing robust risk management, monitoring, and evaluation approaches.

### **4.3 Office of the Vicar General (OVG)**

To strengthen the screening and monitoring compliance obligations of legislative, NCSS and policy pertaining to Clergy and Religious Brothers and



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Sisters, through:

- Employing robust risk management, monitoring, and evaluation approaches.
- Implementation of Safeguarding Guidelines that contain screening and monitoring best practice.

#### **4.4 Safeguarding Office**

To strengthen the screening and monitoring compliance obligations of legislative, NCSS and policy requirements through:

- Raising awareness of this Policy and compliance requirements.
- Making resources available in support of the Archdiocese complying with its screening and monitoring obligations.
- Implementing Safeguarding Guidelines that contain screening and monitoring best practice.
- Identifying the categories of child-related work performed by Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers, Contractors, and Third-Party Users of Church Property (refer Appendix 1 - Screening Matrix).
- Keeping and maintaining adequate Safeguarding Officer records that demonstrate compliance with the WWC Act and this Policy.
- Keeping and maintaining adequate Clergy, Religious Brothers and Sisters and Seminarian (appointed and visiting) records that demonstrate compliance with the WWC Act and this Policy.
- Managing and maintaining the ACMR / ACMR database to ensure its integrity.
- Employing robust risk management, monitoring and evaluation approaches.

#### **4.5 Parishes, Agencies, Organisations and Offices**

Emphasis is placed on maintaining a safe environment for children, young people, and adults at risk by:

- Raising awareness of this Policy and compliance requirements.
- Keeping and maintaining adequate Employee, Church Worker, Volunteer and, where necessary, Visitor, Contractor and Third-Party User records that demonstrate compliance with the WWC Act and this Policy.



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- Implementation of Safeguarding Guidelines that contain screening and monitoring best practice.
- Employing robust risk management, monitoring, and evaluation approaches.

## **5. AUSTRALIAN CATHOLIC MINISTRY REGISTER (ACMR)**

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- 5.1 All Clergy and Religious Brothers and Sisters working on premises owned or controlled by the Archdiocese (without exception unless otherwise categorised) shall apply for and maintain an Australian Catholic Ministry Register (ACMR) ID through the Australian Catholic Safeguarding Ltd.
- 5.2 In the event that an appointed or visiting Clergy, Religious Brother or Sister is not registered on the ACMR, a Safeguarding Personal Declaration, and Church Authority Statement are required (refer clause 8).
- 5.3 The ACMR will be monitored and updated frequently by the Safeguarding Office to ensure its accuracy and currency.

## **6. WORKING WITH CHILDREN CHECK (WWCC)**

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### **6.1 Valid WWCC Card or Receipt**

All Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers and, if deemed necessary, Visitors, Contractors and Third-Party Users working on premises owned or controlled by the Archdiocese (without exception unless otherwise categorised), who are deemed, under the Working with Children Act 2004 to work with children, must present a valid WWCC Card or receipt of the WWCC application before commencement of their role.

### **6.2 Under 18 Years**

- 6.2.1 Where a person is under 18 years of age and engaged in child-related work, they must:
  - a) Have parent permission to engage in church work;
  - b) Hold a current WWCC only if in paid work; and
  - c) Not be given responsibilities without direct guidance and supervision of an adult in a leadership position under their area of responsibility.



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## **6.3 Exemptions**

### **6.3.1 Right to Require**

The Archdiocese reserves the right to require a WWCC for any role, at any time, at its absolute discretion and in accordance with the Working with Children Act 2004.

### **6.3.2 Permanently incapacitated and inactive Clergy and Religious**

An exemption applies in the case that a Clergy or Religious Brother or Sister:

- a) becomes permanently incapacitated through illness, injury or cognitive impairment and is no longer able to provide public ministry. A medical certificate from a medical practitioner is required and will be required to be stored on file in lieu of a renewed check.
- b) Retired – where they do not participate in any church events, activities, or public ministry.

### **6.3.3 Clergy and Religious without Appointment**

Clergy, Religious Brothers and Sisters who have been permanently removed from public ministry due to misconduct, but who have not lost the clerical state or resigned from ministerial priesthood or life cannot apply for a WWCC within the Archdiocese. This is dependent on the nature of the misconduct and the term of removal as instructed by the OVG.

### **6.3.4 Visitors (Interstate and Overseas)**

- a) Exemption under this category applies if visiting within a 14-day annual cumulative period or attending a one-off national event.
- b) Visitors shall be required to obtain a WWCC if their stay exceeds 14 days in a 12-month cumulative period.

### **6.3.5 Contractors/ Third Party Users (On-Site)**

Occasional or one-off Contractor or Third-Party Users may be exempt under this category dependent upon the nature of the visit, frequency, and level of supervision at the location.





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### **6.3.6 Parents volunteering in certain activities**

- a) Where a person undertakes Volunteer Work in activities or events where their own child is involved or participates, an exemption applies. In this instance, a Volunteer NPC (VNPC) is required.
- b) There is NO WWCC exemption for any children's event that includes an overnight stay.

## **6.4 Application and Renewal Costs**

- 6.4.1 The applicant in all instances is responsible for undertaking the WWCC application process.
- 6.4.2 Clergy and Religious Brothers and Sisters (appointed only) may seek reimbursement for costs associated with applications and renewals from the Archdiocese.
- 6.4.3 Employees and Paid Church Workers are responsible for all costs associated with a WWCC.
- 6.4.4 Volunteers and Unpaid Church Workers can seek reimbursement from the relevant Archdiocesan Agency, Organisation, Parish, or the Administration Centre for costs associated with a WWCC.
- 6.4.5 Visitors, Contractors, or Third-Party Users are responsible for all costs associated with a WWCC.

## **6.5 Negative Notice and Interim Negative Notice**

- 6.5.1 In the event a Cleric, Religious Brother or Sister, Seminarian, Employee, Church Worker, or Volunteer is issued a negative notice or interim negative notice for a WWCC, they must notify their authorised representative (Safeguarding Office, Director, Rector, Manager, or Parish Priest) immediately and stand-down from child-related work.
- 6.5.2 Recommencement in child-related work can only occur upon written notification by the Archdiocese.

# **7. NATIONAL POLICE CLEARANCE (NPC)**

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## **7.1 Requirements**

- 7.1.1 An NPC certificate is required by all Employees and Paid Church Workers.
- 7.1.2 A VNPC is required for Clergy and Religious Brothers and Sisters



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appointed in Public Ministry and Seminarians.

- 7.1.3 If deemed necessary, a VNPC is required for Volunteers and Unpaid Church Workers before the commencement of their role.
- 7.1.4 A NDIS Worker Screening Check may be provided in lieu of an NPC or VNPC for those working with people with disability.
- 7.1.5 The NPC, VNPC or NDIS Screening Check provided must be less than six (6) months old from the date of issue.
- 7.1.6 A new NPC, VNPC or NDIS Screening Check must be provided to the Archdiocese every three (3) years.
- 7.1.7 If any offences are listed in an NPC, VNPC or NDIS Worker Screening Check, the respective Manager, Director, OVG or Parish Priest will seek guidance from the Safeguarding Office and the WA Professional Standards Office (WAPSO) before the person can commence in their role.
- 7.1.8 The Archdiocese reserves the right for an NPC or VNPC to be required for any role, at any time, at its absolute discretion.

## **7.2 Application and Renewal Costs**

- 7.2.1 The applicant in all instances is responsible for undertaking the NPC or VNPC application process.
- 7.2.2 Clergy, Religious Brothers and Sisters and Seminarians (appointed only) may seek reimbursement for costs associated with the VNPC application from the Archdiocese.
- 7.2.3 Employees and Paid Church Workers are responsible for all costs associated with an NPC.
- 7.2.4 Volunteers and Unpaid Church Workers can seek reimbursement from the relevant Archdiocesan Agency, Organisation, Parish, or the Administration Centre for costs associated with a VNPC.
- 7.2.5 Visitors, Contractors, or Third-Party Users are responsible for all costs associated with an NPC.

## **8. OTHER SCREENING AND MONITORING**

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Other measures for screening and monitoring are considered best practice by the Archdiocese:

### **8.1 Safeguarding Personal Declaration**

- a) It is the responsibility of Clergy, Religious Brothers and Sisters,



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Seminarians, Employees, Church Workers, Volunteers, Visitors, Contractors, and Third-Party Users to disclose any convictions or matters of concern that may hinder their appointment or ability to work within the Archdiocese.

- b) The Safeguarding Personal Declaration is to be completed and returned to the respective Manager, Director, Parish Priest, or Safeguarding Office before commencing in their role.

## **8.2 Church Authority Statement**

Clergy and Religious Brothers and Sisters are required to produce a Church Authority Statement to the OVG from their respective Religious Order, Diocese or Archdiocese before commencing in their role.

## **8.3 WA Professional Standards Office Screening**

It is the responsibility of the Office of the Archbishop, Curia, Executive, Senior Management, OVG, Agency and Organisation Directors, and Parish Priests to seek confirmation from the Safeguarding Office and the WAPSO of any known matters of concern that may hinder the appointment or ability for any person to work within the Archdiocese.

## **8.4 Safeguarding Induction Training**

- a) Clergy and Religious Brothers and Sisters are required to complete Safeguarding Induction Training annually.
- b) Employees, Church Workers, Volunteers and Board Members are required to complete Safeguarding Induction Training every three (3) years.

# **9. RECORDS**

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9.1 Screening and monitoring records must be kept at the Parish, Agency, Organisation, or the Administration Centre using Tech One and Laserfiche in line with the *Policy: Records Retention & Disposal*. This includes:

- a) a register or database;
- b) copies of declarations;
- c) WWCC cards;
- d) NPC and VNPC certificates;
- e) Renewal receipts;



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- f) Notifications; and
- g) any correspondence from statutory bodies regarding WWCC cards or NPC certificates.

## 10. BREACH OF POLICY

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- 10.1 The Archdiocese shall take all breaches of this policy seriously and shall ensure they are dealt with promptly, sensitively, and confidentially. Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with legislation, Canonical Law, and Archdiocesan policies. Matters may be escalated to the Executive.

## 11. RELATED DOCUMENTS

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- National Principles for Child Safe Organisations
- Working with Children (Criminal Record Checking) Act 2004
- Working with Children (Criminal Record Checking) Regulations 2005
- National Disability Insurance Scheme (Worker Screening) Act 2020.
- National Catholic Safeguarding Standards Edition 2
- Australian Catholic Ministry Register (ACMR)
- Safeguarding Commitment Statement
- *Policy: Safeguarding*
- *Safeguarding Guidelines*
- *Policy: Grievance*
- *Policy: Records Retention & Disposal*
- *Code of Conduct*

## 12. DEFINITIONS/GLOSSARY OF TERMS

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For the purposes of this Policy and any related policy documents, the following definitions apply:

**Abuse** means and includes both Child and Adult Abuse.

**Adult** means any person 18 years or older and is an inclusive term referring to all adults, including Adults at Risk.



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**Adult Abuse** means the improper treatment of a person that results in the actual and/or likelihood of causing physical or emotional harm. Abuse can come in many forms, such as: physical or verbal maltreatment, neglect, injury, assault, violation, rape, unjust practices, crimes, exploitation, or other types of aggression. There are several categories of abuse of adults, such as:

- Sexual abuse
- Physical abuse
- Emotional/psychological abuse
- Neglect
- Elder abuse
- Financial abuse
- Exploitation

Within the context of the Catholic Church and faith-based entities, it is also important to recognise spiritual abuse as an additional subtype of abuse. The above forms of Adult Abuse are defined, and have the same meaning, as set out in the National Catholic Safeguarding Standards (Edition 2).

**Adults at Risk** means any person aged 18 years and over who is at increased risk of experiencing Abuse, such as people:

- who are elderly
- with a disability
- who suffer from mental illness
- who have diminished capacity
- who have cognitive impairment
- who have suffered previous abuse
- who are experiencing transient risks
- who in receiving a ministry or service are subject to a power imbalance
- who identify as Aboriginal and Torres Strait Islander
- who are from a culturally and linguistically diverse background
- who are of diverse sexuality
- who have any other impairment or adversity that makes it difficult for them to protect themselves from abuse.

**Agency** means one that is formally mandated by the Archbishop to undertake a work of the Catholic Church in the Archdiocese of Perth.

**Archbishop** means the Roman Catholic Archbishop of Perth or his Delegate.

**Archdiocese** is the chief diocese of an ecclesiastical province. It is governed by an archbishop. Unless specifically provided, it refers to the Catholic Archdiocese of Perth.

**Archdiocesan Organisation** means a canonical organisation established by the Roman Catholic Archbishop of Perth including but not limited to St Charles'



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Seminary, Redemptoris Mater Missionary Seminary, Archives Office, Archdiocesan Tribunal Office.

**Australian Catholic Ministry Register (ACMR)** is a national database that forms part of the Australian Catholic Safeguarding Limited (ACSL) operations. The ACMR is a means to exchange information between dioceses and religious institutes on the “good standing” of an individual priest or religious seeking to practice their ministry beyond their “home” jurisdiction.

**Australian Catholic Safeguarding Limited (ACSL)** is the national agency established by the Australian Catholic Bishops Conference, Catholic Religious Australia and the Association of Ministerial PJPs which incorporates Catholic Professional Standards Ltd (CPSL), Australian Catholic Centre for Professional Standards (ACCPs) and the functions of the ACMR.

**Auxiliary Bishop** means a bishop assigned to assist a diocesan bishop in meeting the pastoral and administrative needs of the diocese.

**Board Member** includes advisory council members, advisory committee members, and any other party as defined under the Corporations Law or other relevant legislation.

**Child** means a person who is under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age.

**Child Abuse** refers to any behaviour or treatment by parents, caregivers, other adults, or older adolescents that results in the actual and/or likelihood of causing physical or emotional harm to a child. Such behaviours may be intentional or unintentional and can include acts of omission (i.e., neglect) and commission. Child abuse and neglect is commonly divided into five subtypes:

- physical abuse
- emotional/psychological abuse
- neglect
- sexual abuse
- exposure to family violence

There are different legal definitions of child abuse in Australia. This definition is adopted from the National Safeguarding Standards (Edition 2) and is sourced from the Australian Institute of Family Studies: <https://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect>.

**Church Community** means all members of the Church community including but not limited to Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers and Parishioners.

**Church Worker** means and includes Paid and Unpaid Church Workers.

**Church Property** means property owned or controlled by the Archdiocese, including Parishes and Agencies.



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**Clergy** means all those ordained - Archbishops, bishops, priests, and deacons- who administer the rites of the church and includes appointed and *Visiting Clergy*.

**Cleric** means a person who is ordained and administers the rites of the church and includes appointed and *Visiting Clerics*.

**Coadjutor** means a bishop appointed to assist a diocesan bishop and who is sometimes appointed as his successor.

**Contact** means any form of physical contact, any form of oral communication, whether face to face, by telephone or otherwise and any form of electronic communication. But does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer.

**Contractor** means and includes a third-party contractor and/or subcontractor who provides goods and/or services for the Catholic Archdiocese of Perth.

**Diocese** is the ordinary territorial division of the church headed by a bishop.

**Diocesan Bishop** is a bishop who heads a diocese. He may be assisted by auxiliary bishops or a coadjutor bishop (see Auxiliary Bishop and Coadjutor). Also, sometimes referred to as a residential bishop.

**Employee** means a person employed by the Catholic Archdiocese of Perth whether permanent, continuing, maximum term, fixed term, seconded, full time, part time or casual.

**May** means discretionary.

**National Police Clearance (NPC)** is a certified document that contains a list of a person's disclosable court outcomes and pending charges from all Australian police jurisdictions. This includes traffic and non-police prosecuted matters.

**Organisation** refers to Archdiocesan Organisation.

**OVG** means the Office of Vicar General.

**Paid Church Worker** means and includes paid parish staff and/or any other person who works for the Church in a paid capacity.

**Parish** means a parish of the Archdiocese.

**Priest** means a priest incardinated in the Archdiocese.

**Public Ministry** means a member of the clergy ordained in sacred ministry in the Church performing ministry activity in a place of worship or private premises whilst in the presence of others.

**RCAP** means the Roman Catholic Archbishop of Perth.

**Rector** means a priest in charge of a church or of a religious institution.



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**Religious Brothers and Sisters** means members of a religious congregation or order who have been appointed by the Archbishop to an official role within the Archdiocese and includes appointed and *Visiting Religious*.

**Seminarian** means a student who is a member of, or educated in, a seminary and who is preparing for the priesthood. For the purposes of this Policy, Seminarian also includes a Seminarian on placement within the Archdiocese.

**Seminary** means an educational institution for men preparing for the priesthood.

**Shall** means mandatory.

**Third Party User** means a person or entity with whom the Archdiocese has given permission to use Church Property, by contractual agreement or otherwise.

**Unpaid Church Worker** is an individual who willingly gives time to the church and parish life but receives no financial reward or remuneration. Unpaid Church Workers may also be referred to as Volunteers.

**Vicar General** is a priest, auxiliary bishop or coadjutor bishop who assists the diocesan bishop in the governance of the entire diocese.

**Visiting Clergy** means Clergy from other Dioceses and Congregations (including intrastate, interstate or overseas) who have an official appointment and the appointment is covered by a Memorandum of Agreement between the Archbishop and the diocese/congregation of the Clergy member.

**Visiting Religious** means Religious Brothers and Sisters from other Dioceses and Congregations (including intrastate, interstate or overseas) who have an official appointment and the appointment is covered by a Memorandum of Agreement between the Archbishop and the relevant Order.

**Visitor** means any person visiting the Diocese from another diocese, including from intrastate, interstate or overseas who is exercising any form of private or public ministry in the Archdiocese including, *but not limited to*, Visiting Clergy or Visiting Religious.

**Voluntary Work** is where an individual who willingly gives time to the mission of the church, its services, and Agencies but receives no financial reward or remuneration.

**Volunteer** is an individual who willingly gives time to the mission of the church, its services, and Agencies, but receives no financial reward or remuneration. Volunteers may also be referred to as Unpaid Church Workers. For the purposes of this Policy, Volunteer includes an individual on Work Experience Placement.

**Volunteer NPC (VNPC)** means a type of National Police Clearance that is obtained for the purposes of undertaking voluntary work.

**Work Experience Placement** is where an individual, as part of a vocational requirement for a registered educational institution, agrees to perform unpaid work experience within an office, organisation, agency or parish of the Archdiocese.





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**Work with Children Check (WWCC)** is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as “child-related work” under the *Working with Children (Criminal Record Checking) Act 2004*. The WWC Check includes a National Police History Check but is different from a National Police Certificate because it involves the ongoing collection and assessment of information that is relevant to whether a child may be exposed to a risk of harm should a person engage in child-related work.

### 13. REVISIONS MADE TO THIS POLICY

Date of Approval	Editorial <sup>2</sup> , Minor or Major Amendment	Approved By	Description
01-07-2022	N/A	Archdiocesan Executive Director	New Policy
20-09-2023	Major Amendment	Archbishop	To extend Scope of Policy to Employees, Volunteers, Board Members, and Visitors where required.

This policy is scheduled for review every three (3) years or more frequently, if appropriate.

<sup>2</sup> Refer to the Policy Framework for definitions of Editorial, Minor and Major amendments.



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## 14.APPENDIX 1 - SCREENING MATRIX

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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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**

PARISH CHURCH WORKER   MINISTRY	WWCC*	NPC VNPC**	Safeguarding Personal Declaration	Safeguarding Induction Training	
	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	*		*		*

\*WWCC – Working with Children Card

\*\*NPC VNPC – National Police Clearance or Volunteer National Police Clearance