



POLICY: Screening and Monitoring

Approved: 01 July, 2024

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

The Diocese of Geraldton gratefully acknowledges the guidance and support of the Archdiocese of Perth in the writing of this Policy Document.



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DOCUMENT INFORMATION

Name of Policy:	Screening and Monitoring
Description:	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
Policy applies to/scope:	All members of the Church Community
Policy Status:	<input checked="" type="checkbox"/> New Policy, or <input type="checkbox"/> Revision of Existing Policy
Policy Category:	Governance
Policy Sub-category:	Safety of Children and Adults at Risk
Approval Authority:	Roman Catholic Bishop of Geraldton
Governing Authority:	Executive Team
Responsible Officer:	Safeguarding Director
Approval Date:	01 July, 2024
Date of Policy review¹:	01 December, 2026

Assistance:	Questions related to the <i>Policy: Screening and Monitoring</i> can be directed to the Safeguarding Director by email to: safeguarding@geraldtoncatholic.org.au
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¹ Unless otherwise indicated, this Policy will still apply beyond the review date.



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1. PURPOSE

- 1.1 The purpose of the policy is to:
- a) Support the Catholic Diocese of Geraldton (**Diocese**) 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

- 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 Diocesan Administration, Financial Administrator, Parish Priest or Pastoral Leader.
- 2.2 This Policy applies to conduct during usual Diocesan business, activities, events, and contracted services.



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3. PRINCIPLES

- 3.1 The Diocese 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 only one means by which the Diocese 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 Diocese is continuous and must be based on sufficient and relevant information.
- 3.4 Information will be managed in accordance with Diocesan Information Management policies and processes, NCSS, legislative requirements and National Privacy Principles.

4. ROLES AND RESPONSIBILITIES

4.1 **The Bishop**

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

4.2 **The Executive: Bishop, Vicar General, Chancellor and Financial Administrator**

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.



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4.3 **The Chancellor**

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

- Employing robust risk management, monitoring, and evaluation approaches.
- Implementation of Safeguarding Guidelines that contain screening and monitoring best practice.
- Managing and maintaining the ACMR / ACMR database to ensure its integrity.

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 Diocese 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.
- Employing robust risk management, monitoring and evaluation approaches.



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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.
- 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)

- 5.1 All Clergy and Religious Brothers and Sisters working on premises owned or controlled by the Diocese (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)

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 Diocese (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.



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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:
- Have parent permission to engage in church work;
 - Hold a current WWCC only if in paid work; and
 - Not be given responsibilities without direct guidance and supervision of an adult in a leadership position under their area of responsibility.

6.3 **Exemptions**

6.3.1 **Right to Require**

The Diocese 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:

- 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.
- 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 Diocese. This is dependent on the nature of the misconduct and the term of removal as instructed by the Bishop.

6.3.4 **Visitors (Interstate and Overseas)**

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



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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.

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 WWCC applications and renewals from the Diocese or their Congregation, whichever applies.

6.4.3 Employees and Paid Church Workers may seek reimbursement from the relevant Diocesan Agency, Organisation, Parish, or the Diocese of Geraldton Chancery [DGC] for costs associated with a WWCC.

6.4.4 Volunteers and Unpaid Church Workers may seek reimbursement from the relevant Diocesan Agency, Organisation, Parish, or the Diocese of Geraldton Chancery [DGC] 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 Diocese.



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7. NATIONAL POLICE CLEARANCE (NPC)

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 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 Diocese 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 Diocese 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 Diocese or their Congregation, whichever applies.
- 7.2.3 Employees and Paid Church Workers may seek reimbursement from the relevant Diocesan Agency, Organisation, Parish, or the Diocese of Geraldton Chancery [DGC] for costs associated with an VNPC.
- 7.2.4 Volunteers and Unpaid Church Workers may seek reimbursement from the relevant Diocesan Agency, Organisation, Parish, or the Diocese of Geraldton Chancery [DGC] for costs associated with an VNPC.
- 7.2.5 Visitors, Contractors, or Third-Party Users are responsible for all costs associated with an NPC.



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8. OTHER SCREENING AND MONITORING

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

8.1 Safeguarding Personal Declaration

- a) It is the responsibility of Clergy, Religious Brothers and Sisters, 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 Diocese.
- 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 Chancellor from their respective Religious Order, or Diocese before commencing in their role.

8.3 WA Professional Standards Office Screening

It is the responsibility of the Office of the Bishop, Chancellor, Executive, Senior Management, 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 Diocese.

8.4 Safeguarding Induction Training

- a) Clergy and Religious Brothers and Sisters are required to complete Safeguarding Training annually, by way of the CLANED Mandatory Reporting Training issued by CEWA.
- b) Employees, Church Workers, Volunteers and Board Members are required to complete Safeguarding Induction Training every three (3) years.



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9. RECORDS

- 9.1 Screening and monitoring records must be kept at the Parish, Agency, Organisation, or the Chancery. This includes:
- a) a register or database;
 - b) copies of declarations;
 - c) WWCC cards, or Application while card is pending;
 - d) NPC and VNPC certificates;
 - e) Induction Training
 - f) CLANED Mandatory Reporting Training
 - g) Notifications; and
 - h) any correspondence from statutory bodies regarding WWCC cards or NPC certificates.

10. BREACH OF POLICY

- 10.1 The Diocese 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 Diocesan policies. Matters may be escalated to the Executive.

11. RELATED DOCUMENTS

- 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 (Currently in writing phase)*
- *Policy: Grievance Resolution (Currently in writing phase)*
- *Policy: Records Retention & Disposal (Currently in writing phase)*
- *Code of Ethical Conduct*



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12. DEFINITIONS/GLOSSARY OF TERMS

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.

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 Bishop to undertake a work of the Catholic Church in the Diocese of Geraldton.



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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.

Bishop means the Roman Catholic Bishop of Geraldton or his Delegate.

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 Diocese, including Parishes and Agencies.

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



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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 Diocese of Geraldton.

Diocese is the chief diocese of an ecclesiastical province. It is governed by a Bishop. Unless specifically provided, it refers to the Catholic Diocese of Geraldton.

Diocesan Organisation means a canonical Organisation established by the Roman Catholic Bishop of Geraldton.

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 Is a person employed directly by the Catholic Diocese of Geraldton whether ongoing, fixed term, full time, part time or casual.

Executive means Bishop, Vicar General, Chancellor and Financial Administrator.

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 Diocesan 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 Diocese.

Priest means a priest incardinated in the Diocese.

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 a member of a religious congregation or order who lives within a community structure in accordance with a specific rule of life based on its founder 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 Diocese.

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 Diocese 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 Bishop 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 Bishop 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 Diocese 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 Diocese.



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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 ² , Minor or Major Amendment	Approved By	Description
01-07-2024	N/A	Roman Catholic Bishop of Geraldton	New Policy

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

² 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 Diocese of Geraldton 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	
				Annually	3
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	*		*		*
Alter 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		
Children's Liturgy Coordinator/Leader + member (Adult)	*		*		*
Clergy	*	*	*	*	
Cleaner (Paid/Unpaid) with keys for access		*	*		*



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PARISH CHURCH WORKER/MINISTRY	WWCC	NPC VNPC	Safeguarding Personal Declaration	Safeguarding Induction Training	
				Annually	3
FREQUENCY – REPEAT YEARS	3	3	Once	Annually	3
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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AGENCY/ ORGANISATION/ OFFICE ROLE	WWCC	NPC VNPC	Safeguarding Personal Declaration	Safeguarding Induction Training	
				Frequency	Repeat Years
FREQUENCY – REPEAT YEARS	3	3	Once	Annually	3
Director/Manager		*	*	*	
Director/Manager - Interacting with child	*	*	*	*	
Committee/Board Members		*	*	*	
Employee		*	*		*
Employee - Interacting with child	*	*	*		*
Employee – working with adults at risk		*	*		*
Safeguarding Officer	*	*	*		*
Volunteer			*		*
Volunteer - Interacting with Child	*		*		*
Volunteer - working with adults at risk		*	*		*