



Screening Requirement Matrix

Training categories:

- Level 1: Safeguarding Basics Module (online)
- Level 2: Safe Ministry Workshop (in person / online)
- Induction (one on one, in person)
- Ongoing formation (in person / online)

Note: completion of the Level 2: Safe Ministry Workshop will satisfy any requirement to complete Level 1: Safeguarding Basics Module as it is more comprehensive.

Note: Refresher training is required every three years.

This matrix is a general guide, please contact safeguarding@armidale.catholic.org.au if you have any queries.

Parish Ministry	WWCC	Police Check	Code of Conduct	Safeguarding Training*
Clergy and Religious	*	*	*	Safe Ministry Workshop
				Ongoing Formation
Seminararian	*	*	*	Safe Ministry Workshop
				Ongoing Formation
New Clergy (from Australia or overseas)	*	*	*	Induction
				Safe Ministry Workshop
				Ongoing Formation
Sacristan			*	Basics module
Parish Secretary	*	*	*	Safe Ministry Workshop
Parish Safeguarding Contact Person	*	*	*	Safe Ministry Workshop
				Ongoing Formation
Parish Council Member		* Declaration	*	Basics module
Parish Finance Council Member		* Declaration	*	Basics module
Money Counters			* Only if regular or rostered	
Money Collectors			* Only if regular or rostered	
Choir Director	* (if children in choir at any time)		*	If no children in choir: Basics module
				If children in choir: Safe Ministry Workshop

Parish Ministry	WWCC	Police Check	Code of Conduct	Safeguarding Training*
Choir Member			* Only if regular or rostered	
Children's Liturgy Coordinator	*		*	Safe Ministry Workshop
Children's Liturgy Helper	*		*	Safe Ministry Workshop
Flower Arrangers			* Only if regular or rostered	
Ushers/Welcomers			* Only if regular or rostered	
Audio visual helper/ projectionist			* Only if regular or rostered	
Catechists in State Schools (SRE)	*		*	SRE specific training already includes Child Protection Modules Safe Ministry Workshop is strongly recommended
Catechesis of the Good Shepherd leader/helper	*		*	Safe Ministry Workshop
Adult Altar Server	* (if children may be serving, yes)		*	Safe Ministry Workshop (if children may be serving) Basics module (if no children serving)
Altar Server Coordinator/Supervisor	* (if children may be serving, yes)		*	Safe Ministry Workshop (if children may be serving) Basics module (if no children serving)
Reader			* (if regular or rostered)	
Piety store			* (if regular or rostered)	
Sacramental Coordinator (for children)	*		*	Safe Ministry Workshop
RCIA/Sacramental Coordinator (for adults)			*	Basics module
RCIC/Sacramental Coordinator (for children)	*		*	Safe Ministry Workshop
Youth Group Leader/Helper	*		*	Safe Ministry Workshop

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Playgroup/Mother's Group Leader/Helper	*		*	Safe Ministry Workshop
Leader or Helper in other Child-Related Ministry	*		*	Safe Ministry Workshop
Extraordinary Ministers (distributing at homes)	*	* (declaration)	*	Safe Ministry Workshop
Extraordinary Ministers (distributing at hospitals and nursing homes)		* (declaration)	*	Basics module
Extraordinary Ministers (within Mass)			*	
Cleaner			*	
Gardener/Groundman			*	
Parish arranged prayer group leader /Bible study leader	* (If children unsupervised in group, eg youth catechesis)		*	Basics module
Heart of Peace (HOPE) Volunteer (food van)	* (if there are any under 18 volunteers)		*	Safe Ministry Workshop