



CATHOLIC DIOCESE OF BUNBURY

SCREENING REQUIREMENTS FOR ALL WORKERS ENGAGED IN CHILD RELATED ROLES IN THE DIOCESE OF BUNBURY.

There is important legislation that provides protection of children and assists to provide regulation for all organisations that work with Children. In WA, legislation includes the Working with Children (Screening) Act 2004, Children and Community Services Act 2004 and Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022.

These legislative requirements apply to all workers at all Parishes/Agencies/Chanceries of the Diocese of Bunbury.

This document provides information on a worker's legal obligations and responsibilities to better protect children and young people, and guide on requirements for each role.

Step 1. Identify which group the role falls within (*See Table 1: Role Identification*)

Step 2. Once Group is known, refer to that Group to determine what are the minimum requirements for that role and to see if you are a Mandatory Reporter or subject to Reportable Conduct Scheme (*See Table 2: Role Requirements*)

Step 3. Complete mandatory requirements.

If you are unsure of screening requirements, please direct all queries to the Safeguarding Office.

Table 1: ROLE IDENTIFICATION

GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5
<ul style="list-style-type: none"> ➤ Administration (Paid/Unpaid) ➤ Religious Minister/Clergy ➤ Religious Brother or Sister ➤ Safeguarding Officer/Coordinator ➤ Seminarian ➤ Director/Manager ➤ Employee Interacting with Children ➤ Volunteer – working with either/or children and vulnerable adults ➤ Care and Concern Pastoral Ministry/Worker (Paid/Unpaid) 	<ul style="list-style-type: none"> ➤ Acolyte ➤ Alter Server – Adult (incl. Trainer/Coordinator) ➤ Audio-visual technician (interacting with children) ➤ Cantor/Music/Choir Member or Leader (interacting with children) ➤ Catechist ➤ Children’s Liturgy (including Sunday School) Coordinator/Leader and Adult Member ➤ Extraordinary Ministers/Special Ministers ➤ Hospitality Woker (Adult interacting with children) ➤ Photographer/Video technician ➤ RCIA + RCIC Coordinator/Leader (interacting with children – such as Sunday School) ➤ Sacramental Program Coordinator/Leader ➤ Sacristan ➤ Transport Ministry (interacting with children) ➤ Young Adult Group Coordinator (where any young adult is under 18) ➤ Youth Group Coordinator/Leader 	<ul style="list-style-type: none"> ➤ Administration (Paid/Unpaid) not interacting with children ➤ Cleaner (Paid/Unpaid) where key access provided ➤ Counter (where unaccompanied) ➤ Parish Finance Council Member ➤ Employee (not interacting with children) 	<ul style="list-style-type: none"> ➤ Cantor/Choir Member/Leader (not interacting with children) ➤ Cleaner (Paid/Unpaid) where no key access is provided ➤ Collector ➤ Counter (where accompanied) ➤ Flower Arranger (Unpaid) ➤ Greeters at Mass (Adult) ➤ Groundsman/Gardener ➤ Hospitality Worker (not interacting with children) ➤ Offertory Procession ➤ Parish Council Member ➤ Piety Store ➤ Prayer Group/Bible Study Leader ➤ RCIA + RCIC Coordinator/Leader (Adult only group) ➤ Reader of Prayers ➤ Reader or Lector ➤ Transport Ministry (not interacting with children) ➤ Young Adult Group Coordinator (where all young adults are over 18) ➤ Committee/Board Members ➤ Volunteer (not working with either children or vulnerable adults) 	<ul style="list-style-type: none"> ➤ Alter Server (Child under 18) –<i>exemption from Declaration. Requires Parental Consent only.</i> ➤ Child Helper (Under 18) - <i>exemption from Declaration. Requires Parental Consent only.</i> ➤ Child Readers (Under 18) - <i>exemption from Declaration. Requires Parental Consent only</i> ➤ Parents volunteering in the same activity in which their child participates, or ordinarily participates ➤ One-off national events or national tours ➤ Short-term visitors to Western Australia

Table 2: Role Requirements

	WWCC Required	NPC/VNPC Required	Safeguarding Induction Training	Regular Safeguarding Training	'Mandatory Reporting Scheme' applies <i>(Ref Table 3)</i>	Employer to inform workers about Reportable Conduct Scheme	'Reportable Conduct Scheme' applies <i>(Refer Table 4)</i>	Worker to report concern to the Safeguarding Office	'Fail to Report' legislation applies
GROUP 1: REQUIRED TO HOLD BOTH WWCC AND NPC/VNPC	Yes	Yes	Online	Compulsory	*Yes <i>(Ministers of Religion Only)</i>	Yes	Yes	Yes	Yes
GROUP 2: REQUIRED TO HOLD WWCC ONLY	Yes	No	Online	Compulsory	No	Yes	Yes	Yes	Yes
GROUP 3: REQUIRED TO COMPLETE NPC/VNPC ONLY	No	Yes	Online	Compulsory	No	Yes	Yes	Yes	Yes
GROUP 4: NO REQUIREMENT TO HOLD WWCC OR NPC/VNPC	No	No	Online	Not compulsory, however available to the Worker	No	Yes	No	Yes	No
GROUP 5: EXEMPTIONS APPLY	No	No	Not compulsory, however available to the Worker	Not compulsory, however available to the Worker	No	No	No	Yes	No

NOTE: ALL GROUPS ARE REQUIRED TO SIGN PERSONAL DECLARATION UNLESS EXEMPT

TABLE 3: MANDATORY REPORTING SCHEME

MANDATORY REPORTERS	DEFINITION	WHEN IS A REPORT REQUIRED	RESOURCES
Ministers of religion	<p>Extract from Section 124A - Terms used</p> <p>“Minister of religion –</p> <p>a) means a person who is recognised in accordance with the practices of a faith or religion as a person who is authorised to conduct services or ceremonies in accordance with the tenets of the faith and religion; and</p> <p>b) includes such a person regardless of how the person’s position or title is described (for example, member of the clergy, priest, minister, imam, rabbi or pastor)”</p>	<p>From 1 November 2022, a minister of religion must make a report to the Department of Communities’ Mandatory Reporting Service if they:</p> <ul style="list-style-type: none"> • form a belief that a child is, or has been, the subject of sexual abuse that occurred on or after 1 November 2022; and • the belief is based on reasonable grounds; and • the belief is formed, on or after 1 November 2022, in the course of their paid or unpaid work as a minister of religion. <p>A minister of religion is not excused from making a report if:</p> <ul style="list-style-type: none"> • he/she forms that belief based on information disclosed to the minister during a religious confession; or • disclosing that belief, or the information on which the belief is based, would be contrary to the tenets of his/her faith or religion. 	<p>Mandatory Reporting Guide https://www.wa.gov.au/system/files/2025-04/mandatory_reporting_guide_western-australia.pdf</p> <p>Mandatory Reporting FAQ’s https://www.wa.gov.au/system/files/2025-04/mandatory_reporting_faqs.pdf</p> <p>Ministers of Religion Factsheet https://www.wa.gov.au/system/files/2024-05/mandatory_reporting_ministers_of_religion_information_sheet.pdf</p> <p>Mandatory Reporting Information System: User Document https://www.wa.gov.au/system/files/2025-04/mandatory_reporting_information_system_user_document.pdf</p>

TABLE 4: REPORTABLE CONDUCT SCHEME

ROLES COVERED BY REPORTABLE CONDUCT SCHEME	DEFINITION	WHEN IS A REPORT REQUIRED	RESOURCES
<p>Ministers of religion</p> <p>Officers or employees over 18yrs, whether or not their work is connected to work or activities relating to children;</p> <p>Volunteers or Contractors over 18yrs who provide services to children</p>	<p>The Scheme compels heads of organisations to notify the Ombudsman of allegations of, or convictions for, child abuse by their employees, and then investigate these allegations.</p> <p>The Reportable Conduct Scheme includes the following types of ‘reportable conduct’:</p> <ul style="list-style-type: none"> • sexual offences (against, with, or in the presence of, a child); • sexual misconduct (against, with or in the presence of, a child); • physical assault (against, with or in the presence of, a child); • significant neglect of a child; and • significant emotional or psychological harm to a child. <p>A reportable conviction is, a conviction for an offence of a sexual nature committed against, with, or in the presence of a child.</p> <p>A conviction for an offence committed by a person includes:</p> <ul style="list-style-type: none"> • a court making a finding of guilt in relation to the offence; • if there has been no formal finding of guilt before conviction, a court convicting the person • of the offence; • a court accepting a plea of guilty from the person in relation to the offence; • a court acquitting the person following a finding under The Criminal Code section 27 that the person is not guilty on account of unsoundness of mind or an acquittal following an equivalent finding under a law of another State, a Territory or the Commonwealth; or • a conviction that is a spent conviction (but does not include a conviction that is subsequently quashed or set aside by a court). 	<p>When an organisation becomes aware of a reportable allegation or conviction:</p> <ul style="list-style-type: none"> - On or after 1 January 2023 - About current employees, contractors or volunteers, - Within 7 business days - Includes conduct: <ul style="list-style-type: none"> ▪ Before person’s engagement by organization ▪ Outside person’s role within organisation ▪ Prior to Scheme commencing 	<p>Reportable Conduct FAQ’s https://www.ombudsman.wa.gov.au/Reportable-Conduct/Documents/Ombudsman-WA-Information-Sheet-FAQ.pdf</p> <p>Overview of Reportable Conduct Scheme https://www.ombudsman.wa.gov.au/Reportable-Conduct/Documents/Ombudsman-WA-Information-Sheet-1-Overview-of-the-Reportable-Conduct-Scheme.pdf</p> <p>Information for Employees Fact Sheet https://www.ombudsman.wa.gov.au/Reportable-Conduct/Documents/Ombudsman-WA-Information-Sheet-7-Information-for-Employees.pdf</p>

