Before you engage any person to work at your parish or agency in any role or capacity (including as a Volunteer or contractor), you should follow the steps below prior to conducting an interview.

**Flowchart: Screening of Workers**

1. **Will the person be engaged as an Employee, Volunteer, self-employed contractor or student on placement, or are they a member of the Clergy or Religious Appointee?**
   - Yes: **Will the person be engaged in Child-Related Work?**
     - No: No WWCC screening measures need to be taken
   - No: **Is the person exempt from obtaining a WWCC?**
     - Yes: Verify the application details
     - No: The person requires a WWCC.

2. **Is the person’s result “Cleared”?**
   - Yes: The person has a valid WWCC. You may wish to ask some further screening questions at the interview. See Sample interview questions for more detail.
   - No: Verify the WWCC
     - Yes: The person’s result is “Barred”.
     - No: Result is “Interim Bar”
       - The person must not be engaged in Child-Related Work unless and until the Children’s Guardian informs you they have been cleared.
     - Result is “Not found”
       - The person must not be engaged in Child-Related Work until they have submitted a valid application.