Flowchart: Screening of Workers

If you are engaging 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 upon considered appointment.

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?
    - **Yes**
      - See Fact Sheet: What is Child-Related Work? for more detail.
    - **No**
  - **No**
    - No WWCC screening measures need to be taken.

- **Maybe**
  - Immediately contact the Safeguarding Office for advice.

Verify the WWCC
Seek details of the person’s name, DOB and WWCC number and verify them online at the Children’s Guardian’s website.

- **Yes**
  - Is the person exempt from obtaining a WWCC?
    - **Yes**
      - See Fact Sheet: What is Child-Related Work? for more detail.
    - **No**
  - **No**
    - The person requires a WWCC.
      - Does the person already have a WWCC?
        - **Yes**
          - The person has a valid WWCC and can be engaged in Child-Related Work.
        - **No**
          - The person requires a WWCC.

Is the person’s WWCC result “Cleared”?

- **Yes**
  - Result is “Cleared”
    - The person has a valid WWCC and can be engaged in Child-Related Work.
    - Contact the Safeguarding Office

- **No**
  - Result is “Not found”
    - The person **must not** be engaged in Child-Related Work until their WWCC has been verified and the result is “cleared”.
    - Contact the Safeguarding Office

  - Result is “Expired”
    - The person **must not** be engaged in Child-Related Work until their WWCC has been renewed and the result is “cleared”.

Verify the application details
Request the person to apply for a WWCC, seek details of their name, date of birth and application number and verify them online at the Children’s Guardian’s website.

The person must **not** be engaged in the role until their WWCC has been verified and the result is “cleared”.

If the person’s application is “Not found” on the Children’s Guardian’s website, they cannot be engaged in the role until they have submitted an application.

If the person’s WWCC is “Expired”, they cannot be engaged in the role until they have renewed their WWCC and it has been verified and the result is “cleared”.

"Barred" The person **must not** be engaged in Child-Related Work.
"Interim Bar" The person **must not** be engaged in Child-Related Work until the Children’s Guardian informs you they have been cleared.
"Not found" The person **must not** be engaged in Child-Related Work until their WWCC has been verified and the result is “cleared”.

Name: Flowchart: Screening of Workers
iManage: 382732_3
Version: V3, 21 December 2021, to be reviewed December 2024