Flowchart: Screening of Workers

If you are engaging any person to work at your Parish, Chaplaincy 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**  
      - Is the person exempt from obtaining a WWCC?  
        - **Yes**  
          - 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**  
                - Verify the WWCC
                  - Seek details of the person’s name, DOB and WWCC number and verify them on the Office of the Children’s Guardian PORTAL
                  - Result is “Not found”  
                    - The person must not be engaged in Child-Related Work.  
                      - Contact the Safeguarding Office
                  - Result is “Barred”  
                    - The person must not be engaged in Child-Related Work.  
                      - Contact the Safeguarding Office
                  - Result is “Expired”  
                    - The person must not be engaged in Child-Related Work until they have renewed their WWCC and it has been verified and the result is “cleared” via the Office of the Children’s Guardian online PORTAL.
                  - Result is “Interim Bar”  
                    - The person must not be engaged in Child-Related Work until the Children’s Guardian informs you they have been cleared.  
                      - Contact the Safeguarding Office
        - **No**  
          - No WWCC screening measures need to be taken.
  - **No**  
    - Verify the WWCC
      - Seek details of the person’s name, DOB and WWCC number and verify them on the Office of the Children’s Guardian PORTAL
      - Result is “Not found”  
        - The person must not be engaged in Child-Related Work until they have submitted an application.
      - Result is “Barred”  
        - The person must not be engaged in Child-Related Work.  
          - Contact the Safeguarding Office
      - Result is “Expired”  
        - The person must not be engaged in the role until they have submitted an application.
      - Result is “Interim Bar”  
        - The person must not be engaged in Child-Related Work until the Children’s Guardian informs you they have been cleared.  
          - Contact the Safeguarding Office

Immediately contact the Safeguarding Office for advice.