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.
        - **No**
          - The person has a valid WWCC and can be engaged in Child-Related Work.
    - **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**
           - 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.
             - **Yes**
               - The person’s WWCC result “Cleared”?
                 - **Yes**
                   - The person has a valid WWCC and can be engaged in Child-Related Work.
                 - **No**
                   - Result is “Barred”
                     - The person must not be engaged in Child-Related Work. Contact the Safeguarding Office.
                     - **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.
                     - **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” via the Office of the Children’s Guardian online PORTAL.

- **No**
  - WWCC screening measures need to be taken.
    - Immediately contact the Safeguarding Office for advice.
    - 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.
      - **Yes**
        - The person’s WWCC result “Cleared”?
          - **Yes**
            - The person has a valid WWCC and can be engaged in Child-Related Work.
          - **No**
            - Result is “Barred”
              - The person must not be engaged in Child-Related Work. Contact the Safeguarding Office.

- **Maybe**
  - 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.
            - **No**
              - The person has a valid WWCC and can be engaged in Child-Related Work.
        - **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**
               - 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.
                 - **Yes**
                   - The person’s WWCC result “Cleared”?
                     - **Yes**
                       - The person has a valid WWCC and can be engaged in Child-Related Work.
                     - **No**
                       - Result is “Barred”
                         - The person must not be engaged in Child-Related Work. Contact the Safeguarding Office.

    - **No**
      - WWCC screening measures need to be taken.
        - Immediately contact the Safeguarding Office for advice.

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 on the Office of the Children’s Guardian online PORTAL 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” via the Office of the Children’s Guardian online PORTAL.

If the person’s application is “Not found” on the Children’s Guardian’s online PORTAL, 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” via the Office of the Children’s Guardian online PORTAL.