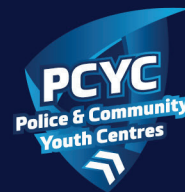


Safeguarding Screening Matrix



The following matrix sets out the key roles within the PCYC and the screening requirements for each. It is not an exhaustive list and should only be used as a guide. If unsure of screening requirements, please direct all queries to the Safeguarding Project Office.

PCYC Staff & Contractors	WWCC	NPC VNPC	Safeguarding Personal Declaration	Fire Warden Training **recommended renewal	First Aid Training
Frequency - Repeat Years	3	3	Once	2	3
Chief Executive Officer	X	X	X	X	X
Chief Financial Officer		X	X		
Centre Operations Manager		X	X		
Youth Services Manager	X	X	X		
Human Resources Manager		X	X		
Grants Manager		X	X		
Finance Manager		X	X		
Facilities and Assets Manager		X	X	X	X
Institute of Training Manager		X	X		
Business Services Coordinator		X	X		
Senior Accountant		X	X		
Accountant		X	X		
Assistant Accountant		X	X		
Finance Officer		X	X		
Grants Officer		X	X		
Youth Services Practice Lead	X	X	X		
Operations Officer		X	X		
Administration Officer		X	X		
Marketing Co-ordinator		X	X		
Senior Graphics Designer		X	X		
Marketing Officer		X	X		
Human Resources Administrator		X	X		
HR		X	X		
Student Support Coordinator	X	X	X		
Centre Manager	X	X	X	X	X
Centre Coordinator	X	X	X	X	X
Activities Coordinator	X	X	X	X	X
Cleaner	X	X	X		
Youth Program Coordinator	X	X	X		X
Youth Services Coordinator	X	X	X		

Safeguarding Screening Matrix



PCYC Staff & Contractors	WWCC	NPC VNPC	Safeguarding Personal Declaration	Fire Warden Training **recommended renewal	First Aid Training
Frequency - Repeat Years	3	3	Once	2	3
Senior Youth Worker	X	X	X	X	
Youth Engagement Officer	X	X	X	X	
Youth Support Officer	X	X	X	X	
Program Facilitator	X	X	X		
Trainer	X	X	X	X	X
Senior Youth Worker, IOT	X	X	X		
OHSC Coordinator	X	X	X	X	X
OHSC Assistant Coordinator	X	X	X		
OHSC Educator	X	X	X		
OHSC Assistant Educator	X	X	X		
Advanced Gymnastics Coach	X	X	X		X
Intermediate Gymnastics Coach	X	X	X		
Beginner Gymnastics Coach	X	X	X		
Kindergym Coach	X	X	X		
Safeguarding Manager	X	X	X		
Safeguarding Officers	X	X	X		
Unpaid staff	X	X	X		