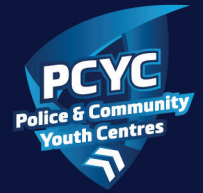


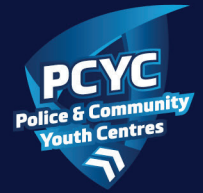
Safeguarding Training Matrix



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 (PAID & UNPAID) & CONTRACTORS	Induction	Level 1 (3hrs)	Level 2 (2 Days)	Refresher (3hrs)
Frequency - Repeat Years		2	2	2
Chief Executive Officer			X	
Chief Financial Officer		X		
Centre Operations Manager			X	
Youth Services Manager			X	
Human Resources Manager			X	
Business Development Coord		X		
IT Manager		X		
Facilities Officer		X		
Grants Manager		X		
Finance Manager		X		
Facilities and Assets Manager		X		
Institute of Training Manager			X	
Business Services Coordinator		X		
Senior Accountant		X		
Accountant		X		
Assistant Accountant		X		
Finance Officer		X		
Grants Officer		X		
Youth Services Practice Lead			X	
Operations Officer		X		
Administration Officer		X		
Marketing Coordinator		X		
Senior Graphics Designer		X		
Marketing Officer		X		
Human Resources Administrator		X		
Human Resources Information System Officer		X		
Student Support Coordinator			X	
Centre Manager			X	
Centre Coordinator			X	
Activities Coordinator			X	

Safeguarding Training Matrix



PCYC STAFF (PAID & UNPAID) & CONTRACTORS	Induction	Level 1 (3hrs)	Level 2 (2 Days)	Refresher (3hrs)
Frequency - Repeat Years		2	2	2
Cleaner				
Youth Program Coordinator			X	
Youth Services Coordinator			X	
Senior Youth Worker			X	
Youth Engagement Officer		X	X	
Youth Support Officer		X	X	
Trainer			X	
Senior Youth Worker, IOT			X	
Out of School Care Coordinator			X	
Out of School Care Assistant Coordinator			X	
Out of School Care Educator			X	
Out of School Care Assistant Educator			X	
Advanced Gymnastics Coach			X	
Intermediate Gymnastics Coach			X	
Beginner Gymnastics Coach			X	
Kindergym Coach			X	
Safeguarding Manager			X	
Cleaner (on staff)		X		
Unpaid Staff	X			