

Safety Checking Criteria Table

Church Role	Safety Checking	Police Vet 3 Yearly	Ministry of Justice Check 3 Yearly	Code of Conduct	Safeguarding workshop 3 yearly
Priest, Religious, Seminarian	Yes	Yes		Integrity of Ministry	Yes
Youth Worker (e.g. Leader, coach, advisor, assistant)	Yes	Yes		Yes	Yes
Altar Server Trainer/Coordinator/Support	Yes	Yes		Yes	Yes
Catechists (who are working with children)	Yes	Yes		Yes	Yes
Liturgy of the Word with Children (children's liturgies)	Yes	Yes		Yes	Yes
Sacramental programmes worker (e.g. leader, co-ordinator, helper, assistant, supporter)	Yes	Yes		Yes	Yes
Children's music group/music leaders	Yes	Yes		Yes	Yes
Carers of Vulnerable Adults e.g. Care for the physical needs of a vulnerable adult, e.g. feeding, hygiene, administering medication etc)	Yes	Yes		Yes	Yes
Sacristan. Contact with young people	Yes	Yes		Yes	Yes
Sacristan. Non-contact young people.	Yes		Yes	Yes	Yes
Extraordinary Ministers of Holy Communion to the Sick	Yes		Yes	Yes	Yes
Extraordinary Minister of Holy Communion in Church only	Yes			Yes	Suggested but not mandatory
Spiritual Director	Yes		Yes	Yes	Yes
Prayer Minister	Yes		Yes	Yes	Yes
Bereavement Minister	Yes		Yes	Yes	Yes
Parish Secretary	Yes		Yes	Yes	Suggested but not mandatory
Parish Counter	Yes		Yes	Yes	Suggested but not mandatory
Pastoral Visitors, Visitation Ministry e.g. Legion of Mary, SVdP	Yes		Yes	Yes	Yes
Complaints and Concerns Person	Yes		Yes	Yes	Yes
Local Safeguarding Contact	Yes		Yes	Yes	Yes
Musician Leader	Yes		Yes	Yes	Yes
Food Parcel Delivery - SVdP	Yes		Yes	Yes	Suggested but not mandatory
Parish Finance Members	Yes		Yes	Yes	Suggested but not mandatory
Lector	Yes			Yes	Suggested but not mandatory
Mass Welcome and Greeter	Yes			Yes	Suggested but not mandatory
Cleaners	Yes			Yes	Suggested but not mandatory
Flowers	Yes			Yes	Suggested but not mandatory
Hospitality	Yes			Yes	Suggested but not mandatory

Purpose of this Communication

This document is issued to all parishes and diocesan entities to formally introduce the Safety Check Certification Criteria Table and to reaffirm the Diocese's commitment to robust safety checking practices. These processes are essential to safeguarding children, young people, and vulnerable adults entrusted to our care, and to maintaining safe, trustworthy ministry environments across the Diocese.

The Safety Check Certification Criteria Table provides clear, consistent guidance on which ministries and roles require Police vetting, Ministry of Justice (MOJ) criminal conviction history checks, safety check certification, acceptance of the Code of Conduct, volunteer agreements and referee checking.

Each parish/diocesan entity must decide how MOJ checks are carried out for ministries that meet MOJ criteria. Volunteers may either apply for their own free MOJ check and share the results, or the parish/diocesan entity may apply as a third party at a cost of \$13 per application. If a volunteer does not consent to sharing their results, their volunteer role will be paused until the results are provided.

Importance of Safety Checking

Safety checking is a vital part of our safeguarding responsibilities. It helps ensure that individuals engaged in ministry or service are suitable for their roles, particularly where there is contact with children, young people, or vulnerable adults.

Police Vetting and MOJ Checks

The table identifies which roles require a Police Vet and which require an MOJ check on a three-yearly basis.

- Where a MOJ check is required, responsibility rests with the parish or diocesan entity to initiate, complete, and securely manage the process, including updating the parish safeguarding spreadsheet. MOJ information [HERE](#)
- Police vetting will continue to be processed as normal for those who meet the PVS criteria, through the diocese. Current police vetting forms [HERE](#)

Registered teachers and Counsellors

In the case of Registered teachers and Counsellors who **ARE NOT** working in ministry with Children and Young people, they can provide evidence of their current registration status that includes Police vetting.

Those Registered Teachers and Counsellors who **ARE** working in ministry with Children and Young people are required to be police vetted under the Roman Catholic Bishop of Auckland, through the Diocese. All Registered teachers and Counsellors are required to complete all other Safety checking processes.

Ongoing Compliance

Safety checking is not a one-off activity. Parishes and diocesan entities must ensure checks remain current, records are kept securely, and reviews occur when roles change.

With the police becoming stricter with the criteria and rejecting applications. As of the 1 June 2026 if any documentation is sent through that does not meet the new criteria, I will have no option but to return to the parish/entity. Thank you everyone for your patience with these changes.

Lisa-May Gray

Catholic Diocese of Auckland

Safeguarding Coordinator

lisam@cda.org.nz

09 360 3019

12 May 2026