

Worker screening

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Introduction

Worker screening helps to reduce unnecessary risks to participants and ensure a high standard of services. Worker screening ensures employees are properly qualified and have no criminal history.

This policy is mandatory and applies to all employees (including casual, temporary or permanent employees), volunteers, self-employed people, contractors, subcontractors or consultants, and students undertaking training as part of an educational or vocational course or program (other than school students on work experience).

Please note: Australian states and territories are working to implement national worker screening checks that will ensure consistency of practice across Australia. This policy will be updated to reflect these changes when they are fully instated in 2020.

Applicability

When

- ✦ applies to supports and services provided to all participants.

Who

applies to all workers involved in interviewing and screening new employees.

Identifying personnel that require a worker screening

Our organisation will assess all roles and identify all risk-assessed roles. All risk-assessed roles require worker screening checks. Risk-assessed roles include:

- ◆ key management personnel roles
- ◆ roles that include the provision of direct supports or services for a person with a disability as part of normal duties
- ◆ roles that require more than incidental contact with a person with a disability, this includes:
 - physical touch
 - building rapport
 - working with multiple people with a disability as part of a service or in a disability accommodation setting.

Other roles that are generally not risk-assessed (e.g. administrative staff) do not require a worker screening check. However, we acknowledge that our organisation the right to request workers that are not risk-assessed to complete

worker screening checks.

Pre-employment checks

When hiring new employee, our organisation requires:

- ◆ at least one referee check (two are recommended)
- ◆ a criminal record with no discloseable outcomes
- ◆ a valid check that authorises the person to work with children (if services are provided to participants under 18 years of age).

All employees must ensure that their references and checks are both current and valid.

Criminal and police checks

A criminal record check is an assessment of a person's criminal history. Where a person has lived or worked in other countries, the person can also be asked to provide a statutory declaration about relevant criminal offences.

A criminal record check will result in either:

- ◆ no disclosable court outcomes (a clean record)

OR

- ◆ disclosable court outcomes (a criminal record), which may include:
 - ◇ convictions of any offences and the penalty imposed
 - ◇ charges and guilty verdicts for offences, even if they do not result in a conviction
 - ◇ any criminal charges still pending before a court.

Criminal record checks that result in a record

If a criminal record check results in a criminal record, that person *cannot* be employed. Participants' health and well-being always takes priority.

Employees are strictly required to disclose any changes to their criminal record.

Any applicant or employee that:

- ◆ has a check that results in a criminal record; or
- ◆ fails to disclose changes in their criminal record

will have their employment terminated or will no longer be considered for a position.

Objections to criminal record check

If a prospective employee refuses a criminal record check, this person *cannot* be employed.

Working with children check

All states and territories require a check before undertaking child-related work. It is the check of a person's criminal history, specifically relating to crimes involving children. Each worker is responsible for arranging and providing a check for working with children. Please note that this check is not a substitute for a criminal record check.

Region-specific criminal and working with children checks

	ACT	NSW	NT	QLD	SA	Tas	Vic	WA
Check for working with children (and/or vulnerable people)	Working with vulnerable people (WWVP)	Working with children check	Ochre card	Blue card	Working with children check	Registration to work with vulnerable people	Working with children check	Working with children check
Criminal check	National police check (AFP)	Criminal history check	Criminal history check	Yellow card	Police record check	Police history record check	National police check	National police certificate

Please note that until national worker screening arrangements are in place, specific screening requirements are in place for each state and territory. This table should be used as a guide only.

Worker screening exemptions

A worker may be allowed to undertake risk-assessed roles before obtaining their worker screening checks if:

- they are in the process of obtaining a clearance; and
- they are supervised by a worker that has received all necessary checks; and
- there is a relevant and thorough risk management plan in place.

High school students on formally organised work placements do not need worker screening checks. At all times, students on work placement must be directly supervised by a worker that has received all necessary checks.

Hiring contract workers

We will identify all contract workers that intend to engage in risk-assessed roles and ensure that only workers with appropriate checks (or legitimate exemptions) are allowed to work with participants. We will arrange a formal contract with the company responsible for the contract worker. This contract will include sections about:

- all relevant worker screening requirements
- the requirement to disclose reasons (if there are any) for the contract worker not being able to work in risk-assessed roles (e.g. exclusion or suspension)

- the requirement for a contractor to comply with our requests to assist with investigating incidents and complaints involving their worker
- responding to requests for information about how the company is complying with their contractual obligations
- extending all obligations to all workers that are engaged by the contractor to provide services for our organisation.

Managing worker screening records

We will maintain an up-to-date list of workers that engage in risk-assessed roles. This list will incorporate important information including:

- the worker's name, date of birth and address
- the risk-assessed role that is undertaken by the worker
- details of their exemptions (if the worker has one), including:
 - ◊ exemption start and end date
 - ◊ name of the worker's supervisor
- if the worker is applying for a check, their application number and the due date of the outcome
- if the worker has their check, the check number and expiry date
- any information about any suspensions or exclusions and actions taken in response
- information by any allegations against a worker with a check, including
 - ◊ details of the allegations
 - ◊ actions we have taken in response to the allegations.