



# Overarching Employment and Engagement Screening Policy

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## 1 Purpose

The Department of Communities (Communities) delivers vital human services across Western Australia through our statutory and core business together with the strategic priorities of the Western Australian Government.

Consented Criminal Record screening, client and child protection checks, integrity and other applicable checks are a mandatory aspect of Communities' recruitment, selection and engagement processes.

Earning and maintaining trust is essential to our ability to deliver the best outcomes for the individuals, children and families that we support. Communities' employees and those engaged by Communities (either directly or through an external organisation or funded service agency) work in positions of trust and must demonstrate the utmost integrity.

Screening checks will not always preclude people with an adverse history from employment or engagement. Screening checks do not eliminate the risk of employing or engaging unsuitable people, however they are designed to minimise the risk based on available, credible, relevant information and to safeguard Communities' integrity.

The purpose of this policy is to provide an overview of the responsibilities and obligations for Communities' employees and applicants for employment or engagement.

## 2 Principles

The operating principles for conducting employment or engagement screening checks are:

- Integrating natural justice, procedural fairness and cultural sensitivity into the screening checks and process
- Collecting informed consent from all applicants prior to screening checks being undertaken
- Compliance with all relevant legislation and government standards
- Protecting an individual's privacy and confidential information by limiting access to information to those directly involved
- Ensuring transparency of the screening checks process, decision-making and outcomes
- Ensuring decision makers have access to all the relevant disclosable information, capturing information as it emerges, allowing decision makers to respond appropriately

- Allowing applicants and employees an opportunity to explain any circumstances relating to criminal history, client and child protection records, discipline, performance management or investigations related information.
- Allowing for review of decisions
- Avoiding unnecessary delays in the process.

### 3 Scope

This policy applies to all applicants and employees as defined in this policy.

Term	Definition
Applicant	<p>Any person who is seeking to be employed or engaged by or within Communities, or to provide a service to Communities (whether as an independent person or a part of an organisation) in the following categories:</p> <ul style="list-style-type: none"> <li>• all recommended applicants for permanent, fixed term and casual contract of service</li> <li>• previously employed or engaged applicants with a break in service over 6 months</li> <li>• contract for services arrangements that involve contact with children in care and/or client records (including temporary persons engaged through private employment agencies/ labour hire arrangements)</li> <li>• contract for services arrangements for the provision of ICT services and/or that involve access (potential or otherwise) to Communities' ICT systems (including temporary persons engaged through private employment agencies/ labour hire arrangements)</li> <li>• fee for service, payment for providers of individual services rendered to children in care</li> <li>• members of boards and/or committees</li> <li>• funded/contracted agency employees who will have contact with children in the CEO's care</li> <li>• applicants moving from one non-government agency to another or from non-government agency to Communities (regardless of periods of time between movement from one employer/engager to another).</li> <li>• redeployees seeking placement</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>• officers on secondment from other agencies</li> <li>• trainees/ cadets</li> <li>• volunteers</li> <li>• students on placement</li> <li>• mentors</li> <li>• tutors</li> <li>• work experience placements</li> <li>• persons caring for a child in a placement arrangement (including household members)</li> <li>• prospective adoptive parents (and household members)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• any other person who will work on Communities' premises/grounds who will have contact (potential or otherwise) with children/clients and/or access (potential or otherwise) to case related information</li> </ul>
Employee	<p>All of the below people engaged by Communities, Housing Authority or the Disability Services Commission:</p> <ul style="list-style-type: none"> <li>• all Communities employees</li> <li>• permanent and fixed term employees, casual employees and officers seconded to Communities</li> </ul>

## 4 Policy statement/s

Communities is committed to employing or engaging people who can provide quality services and a safe environment for our vulnerable clients, whilst also upholding Communities' values.

We are also committed to promoting ethical practice and behaviour, and preventing and responding to misconduct and corruption, considering the nature of Communities' operating environment.

Comprehensive screening assists Communities to employ or engage people who can provide quality services and a safe environment for our vulnerable clients. It is also a corruption prevention initiative that allows Communities to ensure prospective applicants and employees demonstrate behaviours consistent with Communities' mission, values and Code of Conduct.

#### 4.1 Offers of employment or engagement

Offers of employment or engagement cannot be made prior to the relevant screening checks being conducted and an advice letter being issued to the Authorised Officer, unless an exemption applies.

#### 4.2 Exemptions

Exemptions are outlined in Appendix 1.

#### 4.3 Types of screening checks and who they apply to

Communities undertakes a range of screening checks pre and post-employment or engagement. A description of these checks is detailed in table 1. Appendix 2 captures each applicant group and what checks apply.

**Table 1 - Description of screening checks**

Check Type	Description
Client and Child Protection Check	A check of the Communities' child protection records for matters where it has been assessed that an individual: <ul style="list-style-type: none"> <li>• has contributed to a child or vulnerable person being harmed, maltreated or neglected; or</li> <li>• poses a serious risk of harm to a child/vulnerable person; or</li> <li>• has evidenced behaviour or acts endangering life or health, e.g., serious drug abuse, assaults of a sexual or violent nature</li> </ul>
Communities' Employment Records Check	A check of Communities' records for adverse employment, breach of discipline, performance or improvement action related information
Criminal Record Check (CRC)	A consented nationally coordinated criminal history check undertaken by the Screening Unit through the Australian Criminal Intelligence Commission (ACIC), including the assessment of criminal records and the attainment of relevant approvals
Identity Check	Proof of identity check where the applicant provides four identity documents that meet identify proofing requirements aligning to the standards of the National Identity Security Strategy as part of their application for screening
Integrity Checks	A set of screening checks undertaken by Communities for applicants and current employees. Integrity checks include: <ul style="list-style-type: none"> <li>• a Communities' Employment Records Check</li> <li>• Integrity questions</li> <li>• an open-source check</li> </ul>

International Criminal Record Check	A check of criminal history information from countries other than Australia, when an applicant has resided in Australia for less than five years and their proposed role involves contact with clients/ children or access to client information. Applicants will be requested to provide a criminal record check document from the relevant country as part of the screening process
<b>Other checks</b>	
NDIS Worker Screening Check	<p>The check is a mechanism that helps NDIS providers determine that individuals seeking to work, or already working, in certain NDIS roles do not present an unacceptable risk of harm to people with disability</p> <p>Under the <a href="#">National Disability Insurance Scheme (Worker Screening) Act 2020</a>, people who work in 'risk assessed roles' for registered NDIS providers are required to hold an NDIS Check clearance. The NDIS Worker Screening Unit is responsible for processing and assessing NDIS Worker Screening Checks</p>
Working with Children Check (WWC)	<p>The <a href="#">Working with Children (Screening) Act 2004</a> requires people undertaking 'child-related' work (as defined in section 6) to hold or have applied for a Working with Children Check prior to commencing work</p> <p>Applicants must apply for their own WWC check and are required to provide proof of lodgement. The Working with Children Screening Unit is responsible for processing and assessing WWC applications</p>

#### 4.4 New employees

New employees can receive a recommended outcome following the completion of a selection process; however their appointment is conditional on the required checks being completed. Therefore, an offer of employment cannot be issued until relevant screening has been completed and an Advice Letter issued to the Authorised Officer from the Screening Unit.

New employees who also require an International Criminal Record Check may, however, receive an offer of employment at the completion of their National Criminal Record Check and Client and Child Protection Check. The offer is conditional on the completion and clearance of their International Criminal Record Check, providing the relevant Tier 5 officer has given approval for commencement pending the international check.

The Criminal Record Check Policy provides further details.

#### **4.5 Currency of checks**

Screening checks remain current for the period which the applicant is continually engaged or employed by Communities, except where a currently employed or engaged applicant moves to a new role or their current role changes (whether permanently or on a temporary basis) to involve contact with clients/ children and/ or access to client's/ children's confidential records (where their previous role did not).

#### **4.6 Rescreening**

Rescreening applies for applicants:

- if there is a break in employment or service of more than 6 months
- if a current Communities employee (who is employed in a role that does not have contact with clients, children and/or access to client's or children's confidential records):
  - moves to a new role that involves contact with clients, children and/or access to client's or children's confidential records (where their previous role did not); or
  - role changes (either permanently or on a temporary basis) to involve contact with clients, children and/or access to client's, children's confidential records (where their role previously did not).
- in cases where the applicant is moving from one non-government agency to another, or from a non-government agency to Communities.

Rescreening is initiated by lodging a new consented screening application. Rescreening must be completed prior to the applicant commencing in the new role.

#### **4.7 Review of screening outcome or decision**

Applicants who are not satisfied with a decision not to employ or engage them based on their screening checks may appeal against the decision by lodging a request for a formal review.

A formal review will be undertaken by a Screening Review Panel upon a request in writing by the applicant to the Screening Unit. The request must be made within 10 business days of the notification date of the outcome of the screening check.

The Screening Unit will coordinate the panel composition and communication with the appellant.

The Screening Review Panel will not include any officer responsible for the original screening outcome and may comprise of:

- Deputy Director General, Governance Integrity and Reform (Chair)
- Chief People Officer, or nominated senior representative from People Division
- Assistant Director General Aboriginal Outcomes, and



- a senior representative from the business area where the person was to be employed or engaged.

The Screening Review Panel will:

- review all information gathered during the employment screening process and any other information provided by the applicant, taking into account the position applied for and the nexus of concern in relation to the position
- consideration will be given to the time since the occurrence of the last offending or holding, the nature of the matter and the extent of the applicant's criminal, client and child protection and/or employment disciplinary history
- consult with relevant Communities' officers
- compile a written report on the findings of the review as to whether to uphold the decision not to engage the applicant.

Further information of about the Screening Review Panel processes is detailed in the Formal Review Procedure.

Should a formal request for review be dismissed, the appellant has no further right of redress within Communities. They may seek further review via the Parliamentary Commissioner for Administrative Investigations (Ombudsman WA) or in instances where a spent conviction in a criminal record check is the relevant issue, an appeal may be made to the Australian Human Rights and Equal Opportunity Commission.

#### **4.8 Completed Screening Check Advice Letters**

On the completion of satisfactory screening, the Screening Unit will forward an Advice Letter informing the Authorised Officer that screening has been completed. For Communities' employee positions a copy of the Advice Letter is also forwarded to Payroll.

The Advice Letter will reference the applicant's Criminal Record Check and Client and Child Protection Check Unique Identification Numbers.

Advice Letters are issued to notify the Authorised Officer of the outcome of the screening process where there are no adverse findings.

Advice Letters are not to be disseminated to a third party or provided to the applicant.

#### **4.9 Confidentiality**

Information collated during the employment screening process is dealt with in confidence and in accordance with Communities' contract for the provision of criminal history information with the Australian Criminal Intelligence Commission (ACIC).

#### **4.10 Conflict of Interest**

All Communities employees involved in tasks related to employment screening are required to declare potential, perceived or actual conflict of interest.

#### 4.11 Refusal to undertake screening

An applicant who refuses to consent to the screening process cannot be screened and will not be permitted to commence employment or engagement with Communities in any capacity.

#### 4.12 Fairness and equity

Applicants undergoing a screening assessment will be treated fairly, equitably and in accordance with the principles within this policy and of natural justice. Any action taken or decisions made will be documented, transparent, legally defensible, and capable of review.

## 5 Definitions

Term	Definition
Adverse information	Unfavourable information that could impact on an applicant's or employee's suitability for a role or position
Advice letter	Document issued by the Screening Unit to the Authorised Officer
Authorised Officer	A Communities' officer (Level 5/ SC1 or above) or non-government agency officer as nominated on the Record Check Consent Form/ RCCAS Application
Breach of Discipline (record of)	<p>A Communities' record indicating that an employee may have</p> <ul style="list-style-type: none"> <li>• disobeyed or disregarded a lawful order; or</li> <li>• contravened                             <ul style="list-style-type: none"> <li>○ Any provision of the <i>Public Sector Management Act 1994</i> applicable to that employee; or</li> <li>○ Any public sector standard or code of ethics</li> </ul> </li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• committed an act of misconduct; or</li> <li>• been negligent or careless in the performance of his or her functions; or</li> <li>• committed an act of victimisation within the meaning of section 15 of the <i>Public Interest Disclosure Act 2003</i>, and as such may have committed a breach of discipline</li> </ul> <p><i>Public Sector Management Act 1994</i></p>
Client	Refers to adults and children receiving social services as defined by the <i>Children and Community Services Act 2004</i> , party to an adoption as defined by the <i>Adoption Act 1994</i> ,

Term	Definition
	people with a disability as defined by the <i>Disability Services Act 1993</i>
Client and Child Protection Check	<p>A check of Communities' child protection records for matters where it has been assessed that an individual:</p> <ul style="list-style-type: none"> <li>• has contributed to a child or vulnerable person being harmed, maltreated or neglected; or</li> <li>• poses a serious risk of harm to a child/ vulnerable person; or</li> <li>• has evidenced behaviour or acts endangering life or health, e.g., serious drug abuse, assaults of a sexual or violent nature</li> </ul>
Communities' Employment Records Check	A check of Communities' records for adverse employment, breach of discipline, performance or improvement action related information
Confidential Information	Information that is not publicly available
Criminal Record Check	A consented nationally coordinated criminal history check undertaken by the Screening Unit through the Australian Criminal Intelligence Commission (ACIC)
Disclosable criminal record	<p>Any of the following Police Information about an applicant:</p> <ul style="list-style-type: none"> <li>• Court convictions</li> <li>• pending charges awaiting court hearing; or</li> <li>• traffic offence history</li> </ul>
Informed consent	<p>Consent provided by an applicant where:</p> <ul style="list-style-type: none"> <li>• the applicant is adequately informed about the process and purpose of a check before giving consent</li> <li>• the applicant gives consent voluntarily</li> <li>• the consent is current and specific</li> <li>• the applicant has the capacity to understand and communicate their consent</li> </ul>
Improvement Action	<p>Any one or more of the following actions by an employing authority in respect of any employee for the purpose of improving the performance or conduct of the employee:</p> <ul style="list-style-type: none"> <li>• counselling</li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>• training and development</li> <li>• issuing a warning to the employee that certain conduct is unacceptable or that the employee’s performance is not satisfactory</li> <li>• any other action of a similar nature</li> </ul> <p><i>Public Sector Management Act 1994</i></p>
Integrity	<p>Doing the right thing – both in ‘what’ we do and in ‘how’ we do it</p> <p>Operating with integrity means:</p> <ul style="list-style-type: none"> <li>• using our powers responsibly for the purpose and in the manner for which they were intended</li> <li>• acting with honesty and transparency</li> <li>• making reasoned decisions without bias by following fair and objective processes</li> <li>• preventing and addressing improper conduct</li> <li>• disclosing facts without hiding or distorting them; and</li> <li>• not allowing decisions or actions to be influenced by personal or private interests</li> </ul>
Integrity Checks	<p>A set of integrity screening checks undertaken by Communities for applicants and current employees. Integrity checks may include:</p> <ul style="list-style-type: none"> <li>• a Communities’ Employment Records Check</li> <li>• Integrity questions</li> <li>• an open-source check</li> </ul>
International Criminal Record Check	<p>A check of criminal history information from countries other than Australia. It is undertaken by the Screening Unit when an applicant has resided in Australia for less than five years and their proposed role involves contact with clients/ children or access to client information</p>
Open-source checks	<p>Information which is publicly available and that anyone can lawfully obtain</p>
Performance	<p>How an employee fulfills the duties of their role, completes tasks as required and behaves in the workplace</p>
Pre-employment /engagement screening	<p>Includes a Criminal Record Check and other checks as required (for example Client and Child Protection Check, Communities’</p>

Term	Definition
	Employment Records Check, International Criminal Record Check etc)
Relevant Director or Tier 4/5/ Executive Director or Tier 3	Refers to the Communities officer who has line management responsibilities for the applicant

## 6 Responsibilities

**Applicants** must complete and lodge their RCCAS application or Record Check Consent Form as soon as possible to allow the screening process to commence and avoid delays.

**Authorised Officers** are responsible for creating Record Check Consent Application system (RCCAS) applications for applicants. In the case of employee applicants, applications should be lodged as soon as the recommended applicant has been identified in the recruitment process.

**Screening Unit** an operating area within Communities. The Screening Unit undertakes the screening of applicants for Communities.

Refer to specific check policies for detailed responsibilities.

## 7 Relevant policies, procedures, guidelines and forms

- Criminal Record Check Policy
- Client and Child Protection Check Policy
- Record Check Consent Application System (RCCAS)
- Record Check Consent Form (Form 395)
- Statutory Declaration (Urgent Placements) (Form 562)
- Statutory Declaration (Employee/Contractors/Volunteers) (Form 810)
- Criminal Record Check exemption approval request - commencement prior to screening completion
- Working with Children Check for Communities Staff and Carers

## 8 Relevant legislation

- [Children and Community Services Act 2004](#)
- [Adoption Act 1994](#)
- [Adoption Regulations 1995](#)
- [State Records Act 2000](#)
- [Spent Convictions Act 1988](#)
- [Young Offenders Act 1994](#)
- [Public Sector Management Act 1994](#)

- [Equal Opportunity Act 1984](#)
- [Australian Human Rights Commission Act 1986](#)
- [Freedom of Information Act 1992](#)
- [Industrial Relations Act 1979](#)
- [Evidence Act 1906](#)
- [Sentencing Act 1995](#)
- [Disability Services Act 1993](#)
- [Corruption and Crime Commission Act 2003](#)
- [Privacy Act 1988 \(Cth\)](#)

## 9 Document control

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<b>Owner</b>	Deputy Director General, Governance Integrity and Reform
<b>Custodian</b>	Manager Screening Unit

## 10 Amendments

Version	Date	Author	Description

## Appendix 1 – Exemptions

Exemptions provide a mechanism to employ/ engage an applicant on a short-term basis (with conditions) whilst relevant screening checks are undertaken or where conditions sufficiently mitigate risk.

### Exemptions for Contract for Services

Where an applicant is to be engaged in a contract for service capacity, they may be exempted from screening subject to all the following:

- the contractor not having access to client and/or case related information
- the contractor not having access (potential or otherwise) to Communities ICT systems
- the contract not being engaged for the provision of ICT services
- the contractor not being engaged to work in any capacity which has contact with or a duty of care to children and/or clients
- the period of engagement is for less than 8 weeks; and
- the contractor signing a statutory declaration (Form 810) that they do not have a criminal record or charges pending before any Court.

The delegated work unit contract manager/ Authorised Officer must verify that all the above criteria are met and maintain documentation of this in contract files.

If at any stage of a contract, the specifications of the contract change to require the contractor to have access to Communities ICT systems and /or client and/ or case related information or work in any capacity which has contact with children and/or clients, screening must be instigated. Screening must be completed prior to the renewal of any subsequent contract arrangements.

Where there is any other change to the original contractual arrangement, officers must use their professional judgement as to whether a criminal record check is required.

### Exemptions for Contract of Service (Communities Employees)

In an unexpected situation (e.g., sickness, unplanned absence) which requires the immediate employment of an applicant, the applicant may be engaged pending outcome of a criminal record check, with written relevant Tier 2 or Community Services Division Tier 3 Approval in the below situations:

- if they are not being engaged to work in any capacity which has contact with children and/or clients or have access to client and/or case related information
- if the applicant is being engaged in a role that will have contact with children and/or clients that until they have a satisfactory check their Director/Tier 5 guarantees in

writing to the relevant Tier 2 or Community Services Tier 3 that they will not have unsupervised access to clients and/or children or children/client related information

- if the applicant is working in a country office and will have unsupervised access to children and/or clients and there are exceptional circumstances as to why they should be engaged (e.g., may result in there being no staff working in the office).

In these situations, the applicant must be engaged following the below:

- the applicant is engaged on a fixed term period of employment for up to 8 weeks
- the applicant signs a statutory declaration (Form 810) and a RCCAS Application is completed and submitted to Screening Unit prior to commencing the role
- The applicant is employed conditionally, pending a satisfactory check.

### **Exemptions for Public Sector Agency Secondments**

An applicant may be engaged on a secondment from another Public Sector Agency with relevant Tier 2 or Community Services Division Tier 3 approval, pending the outcome of screening subject to all of the following:

- the applicant not having access to client and/or case related information
- the applicant not being engaged to work in any capacity which has contact with children and/or clients
- the applicant signs a statutory declaration (Form 810) and an RCCAS Application is completed and submitted to Screening Unit prior to commencing the role
- the applicant is seconded conditionally, pending satisfactory check which should be obtained within eight weeks of the secondment commencement date.

### **Exemption for Fee for Services**

An organisation engaged by Communities where its staff will have unsupervised access to clients/children (e.g., organised camps, babysitting organisation, medical specialists) does not need to complete the screening process if the organisation has:

- their own structured recruitment process
- a criminal record check process (e.g., obtained through another National Police Check provider)
- all applicable staff and volunteers have a Working with Children (WWC) Card.

Note, this does not include:

- an organisation providing placement services; or
- sole traders/franchises (e.g., tutoring business run by a sole trader or franchisee)



Individuals who are engaged to work with clients/children but only have supervised access to children and have a WWC card are not required to have a Communities' criminal record check.

Staff engaging fee for service arrangements need to verify the above criteria are met and maintain documentation of their files.

### **Exceptional Circumstances (emergency/disaster situations)**

In exceptional circumstances (e.g., natural disaster situations) the Director General may approve the immediate temporary engagement (for up to 10 working days only) of an applicant pending a criminal record check.

Engagements would be conditional upon:

- an open-source check of the person's name to determine if any news or other reporting reveals any area for consideration or concern
- the Record Check Consent Form (Form 395)/RCCAS Application and Statutory Declaration (Form 810) being signed by the applicant and received by Communities
- the following statement being included in the letter of offer "the continuation of employment is conditional upon satisfactory criminal record check confirmation being received"; and
- the applicant is required to accept the letter of offer in writing prior to commencing duty.

### **Exemption for Family Carers**

In emergency circumstances, placement of children and young people in the CEO's care with carers may be required to commence immediately. The interim authority for this to occur resides with the District Director and is conditional upon:

- a Record Check Consent Form (Form 395)/ RCCAS Application being signed by the Carers and all adult household members and submitted to Screening Unit within 24 hours of the placement commencing
- the District notifying the Screening Unit that an Interim or urgent Placement has occurred by indicating on the Form 395/RCCAS application that a placement under section 79 (2)(a)(iv) regulation 4A or section 79 (2)(b) has occurred (so that checks can be prioritised and commenced immediately); and
- the carer and all adult household members having completed Statutory Declarations (Form 562) attesting to the fact that they did not have a departmental or criminal record which indicates they are a risk to children e.g., violent or sexual offences or behaviour recorded against them.

**Carer and Adoption Household Members who turn 18 years of age after carer/ adoption assessment has been completed**

Carer and Adoption Household Members who turn 18 years of age at any time following the completion of the Carer/ Adoption Assessment do not need to undergo screening when turning 18; but must submit a Record Check Consent Form (Form 395)/ RCCAS Application for screening to be undertaken at the time of the next scheduled carer/adoption assessment review.

Carer Household Members who turn 18 years of age at any time following the completion of the Carer/Adoption Assessment and who undertake any caring or supervision duties with children in care must apply for a Working with Children Card within 5 days of turning 18 years of age.

## Appendix 2 – Screening checks that apply by applicant group

Applicant group	Role with client contact or access to client records or information	Checks that apply		
Foster/ Family Carers and adult household members	Yes	Criminal Record Check (CRC) (includes Spent Convictions)	Client and Child Protection Check	Working with Children Check
Funded/ contracted agency employees who will have contact with children in the CEO's care	Yes	CRC (includes Spent Convictions)	Client and Child Protection Check	Working with Children Check
Students/ Volunteers/ Work Experience	Yes	CRC (if over 18 years of age) (includes Spent Convictions)	Client and Child Protection Check	Communities' Employment Record Check
		May be required: Working with Children Check	NDIS Worker Screening Check	
	No	CRC (if over 18 years of age)	Communities' Employment Records Check	
Contractors (who will have contact with children in care and /or access to client records (including temporary persons engaged through private employment agencies or labour hire))	Yes	CRC (includes Spent Convictions)	Client and Child Protection Check	
		May be required: Working with Children Check	NDIS Worker Screening Check	
Contractors (Contract for services arrangements for the provision of ICT services and/ or that involve access (potential or otherwise) to Communities ICT systems (including temporary persons engaged through private employment agencies or labour hire))	Yes	CRC (includes Spent Convictions)	Client and Child Protection Check	
	No	CRC		
Council/ Committee Members	Yes	CRC (includes Spent Convictions)	Client and Child Protection Check	
	No	CRC		
New - Employee – Permanent, Fixed Term or Casual (including labour hire arrangements)	Yes	CRC (includes Spent Convictions)	Client and Child Protection Check	Communities' Employment Records Check
		May be required: Working with Children Check	NDIS Worker Screening Check	
	No	CRC	Communities' Employment Records Check	
Employee – returning (if break in service is over 6 months)	Yes	CRC (includes Spent Convictions)	Client and Child Protection Check	Communities' Employment Records Check
		May be required: Working with Children Check	NDIS Worker Screening Check	
	No	CRC	Communities' Employment Records Check	
Employee – Change of role from non-client contact to client contact and/ or client records access (including Permanent, Temporary, higher duties allowance)	Yes	CRC (includes Spent Convictions)	Client and Child Protection Check	Communities' Employment Records Check
		May be required: Working with Children Check	NDIS Worker Screening Check	
Employee - Secondment	Yes	CRC (includes Spent Convictions)	Client and Child Protection Check	Communities' Employment Records Check
		May be required: Working with Children Check	NDIS Worker Screening Check	
	No	CRC	Communities' Employment Records Check	