

Screening and Suitability

Scope

This document contains a summary of the employment screening and suitability assessments that we rely on to ensure the safety and wellbeing of our children and young people.

Child related employment screening relates to all persons who are employees, third party providers, contractors, site users, volunteers (including School Governing Council members), host families or adult residents of the College who are not currently enrolled as a student.

This policy aims to:

- Support the College in meeting its paramount responsibility for the safety of children and young people.
- Ensure that unsuitable persons are not engaged with our children and young people.
- Ensure screening and suitability practices comply with legislative and policy requirements.

Record Keeping

A copy of all screenings must be recorded or held by Human Resources or the nominated Department.

Breaches

Behaviour considered to be in breach of a requirement of employment, contract, agreement, policy or professional code of practice that relates to the safety and wellbeing of children and young people may result in suspension without pay, termination of employment or an immediate cessation of any (but not limited to) contract, agreement or Memorandum of Understanding which may exist.

Definitions

Working With Children Check (WWCC)

As of the 1 July 2019, new laws require people working or volunteering with children to have a valid working with children check, replacing the current system where people can have either national police check assessment done by an employer, or a DHS screening. A WWCC can only be issued by the DHS Screening Unit.

A valid WWCC is transferable between different jobs or volunteer positions and lasts for five years. Continuous monitoring will remain in place for WWCCs, which will be re-assessed as new information becomes available. If a re-assessment results in a person being prohibited from working with children, both the person and their employer will be notified.

Screening

Screening is the process of assessing an individual's relevant history and background. Screening may include verifying an applicant's identity, qualifications, professional registration and relevant background/working with children checks.

Suitability

Determining suitability encompasses all means;

- assessing that a person is suitable to work in a child safe environment, and

- the establishment of confidence that a person has the required experience and the emotional, physical, intellectual and ethical capacity to be engaged with and/or participating at the College and/or providing a service to a child or young person from the perspective of child safety. Confidence may be established by;
 - Assessing applicants' values, motives and attitudes for compatibility with a culture for child safety and wellbeing.
 - Panel interviews, transparent short-listing and standardized reference checks.

Continuous monitoring of suitability may include:

- Documenting and acting on information about inappropriate conduct towards children or young people by people covered by this policy.
- Supervision, assessment, observation and mentoring of staff and volunteers.

Children and Young People

All students enrolled as students at the College, including students aged 18 years and above.

Volunteer

Anyone who has been accepted to provide any form of on-going assistance to the site irrespective of whether the assistance involves direct contact with children and young people. This includes any overnight camps/school sleep overs/ billeting/school organised homestay. The on-going assistance can be of a regular or irregular nature. *Note: this does not include helping at one-off events such as concerts and swimming events.*

Third-Party Provider

Individuals engaged by the College to;

- work with children and young people without constant supervision by a staff member, or
- perform work in proximity to children and young people without constant supervision by a staff member, or
- have access to records relating to children and young people, or
- manage or supervise personnel undertaking those roles

Examples of third-party providers engaged by the site – sport and music coaches (out-sourced), academic tutors, youth workers, artists in residence, providers of OSHC services

The staff member responsible for engaging the third-party provider is responsible for ensuring that screening and suitability requirements are met and that records are sent to Human Resources.

Contractor

Organisations or individuals engaged by the College to provide services that are not related to working with children or young people and will not be under the direct or constant supervision of College employees.

Examples of Contractors engaged by the site – IT technicians, building contractors, providers of building or machinery maintenance, cleaners, auditors accessing records of students.

The Department responsible for engaging the Contractor, is responsible ensuring that screening and suitability requirements are met.

Employee

Any person engaged by the College and paid on a casual, part time, fixed term or permanent basis.

General process and acknowledgements

1. Information that suggests a person is unsuitable to be engaged with Scotch College must be responded to as soon as that information is available.
2. Changes to Scotch College’s screening or suitability policy requirements must be communicated and applied to existing staff and volunteers where legislation and employment contracts allow.
3. The investigation and use of information relating to unsuitability must occur in a manner which respects the person’s right to natural justice and procedural fairness.
4. Regular acknowledgment by staff of their understanding of the obligations prescribed by this policy.

Screening Requirements

	Screening Required	Type	Reporting Abuse and Neglect (RAN)	Records Kept
Employees - General	Yes	WWCC	Yes – must be current to comply. Full day plus online refresher every 3 years	Human Resources
Employees - Teacher or educator	Current teacher registration		Yes – must be current to comply. Full day plus online refresher every 3 years	Human Resources
Third Party Provider	Yes	WWCC	Yes Required to acknowledge receipt of Introduction to Child Safe Environments Policy	Human Resources
Volunteer - Adult	Yes	WWCC	Yes - Online only - volunteer	Human Resources
Contractors	Yes	WWCC or equivalent	No Required to acknowledge receipt of Introduction to Child Safe Environments Policy	Infrastructure or Hiring Manager
Adults residing on campus not enrolled	Yes	WWCC	Yes - Online only - volunteer	Human Resources
Homestay/Billeting - Adults residing in the home	Yes	WWCC	No Required to acknowledge receipt of Introduction to Child Safe Environments Policy	Department requiring the Homestay
Employee - Current student	Yes	Character reference Engagement with the sport	Yes Yes - Online only - volunteer	Human Resources