



# Screening and Suitability



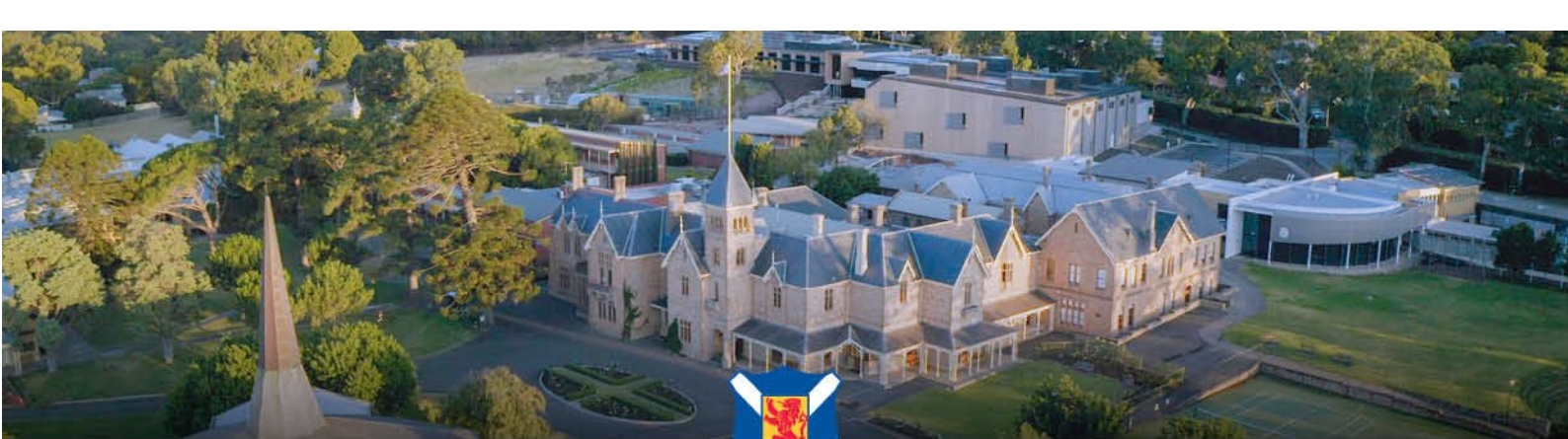
# Version History

Version No.	Description of Changes	Effective Date
V2.0	Updated the document in line with GMS and in accordance with the DHS WWCC requirements.	15/10/2024
V3.0	Updated section 6 under contractors and removed the wording 'or equivalent' as per DHS feedback 4th Dec 2024	16/12/2024



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# 1 Purpose

This document outlines the process the College follows to meet its screening and suitability responsibilities during recruitment and volunteer management by:

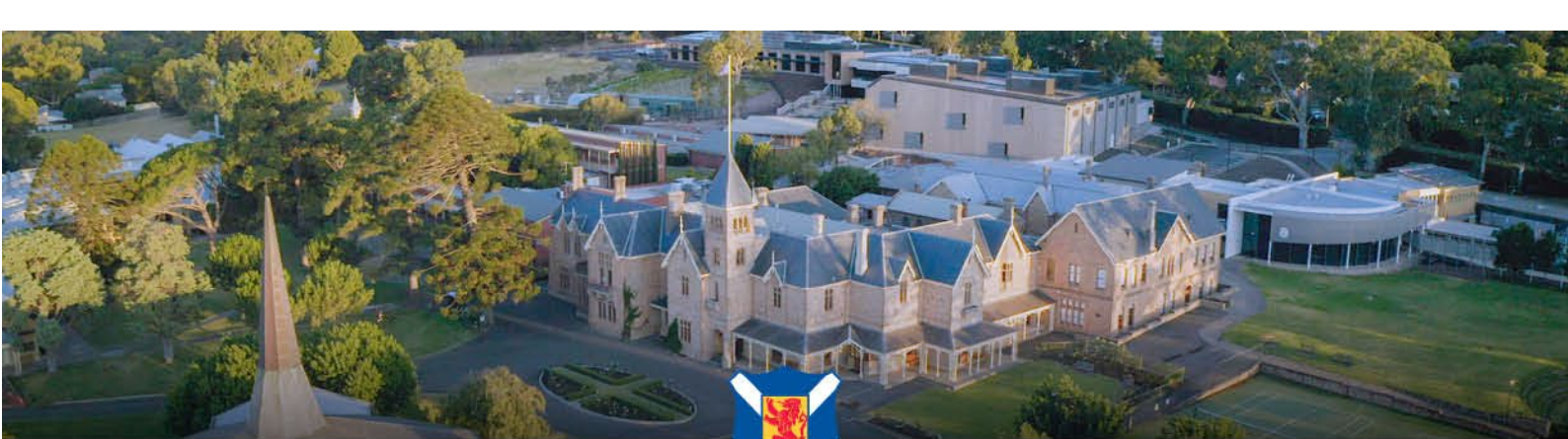
- Support the College in fulfilling its primary responsibility of ensuring the safety of children and young people.
- Prevent unsuitable individuals from engaging with our children and young people.
- Ensure compliance with legislative and policy requirements related to screening and suitability practices.

# 2 Scope

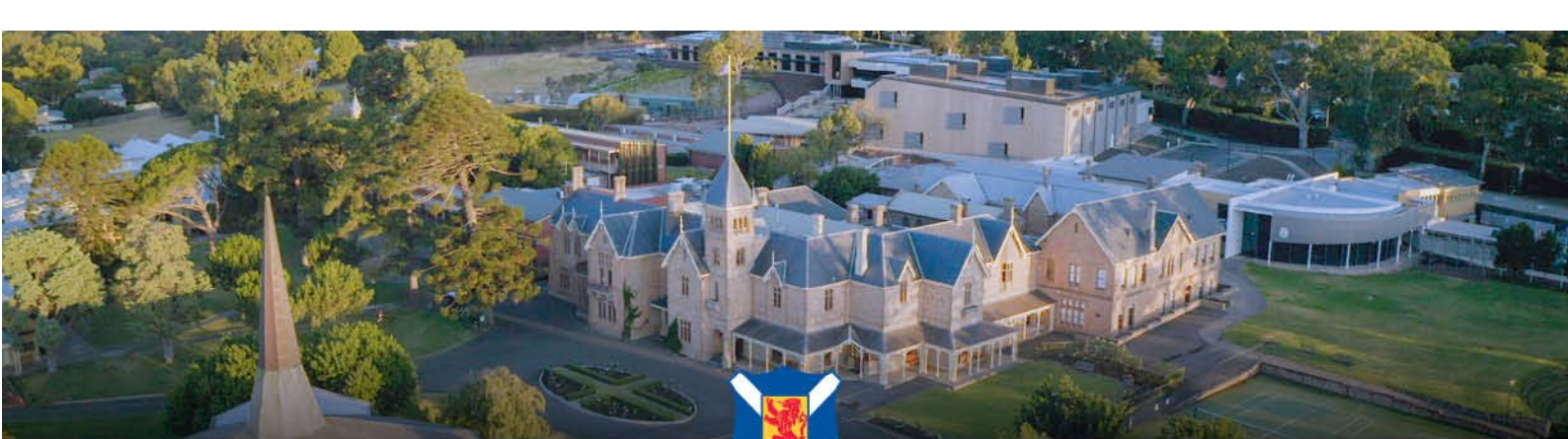
These guidelines apply to all candidates for employment, current employees, contractors, site users and volunteers.

# 3 Definitions

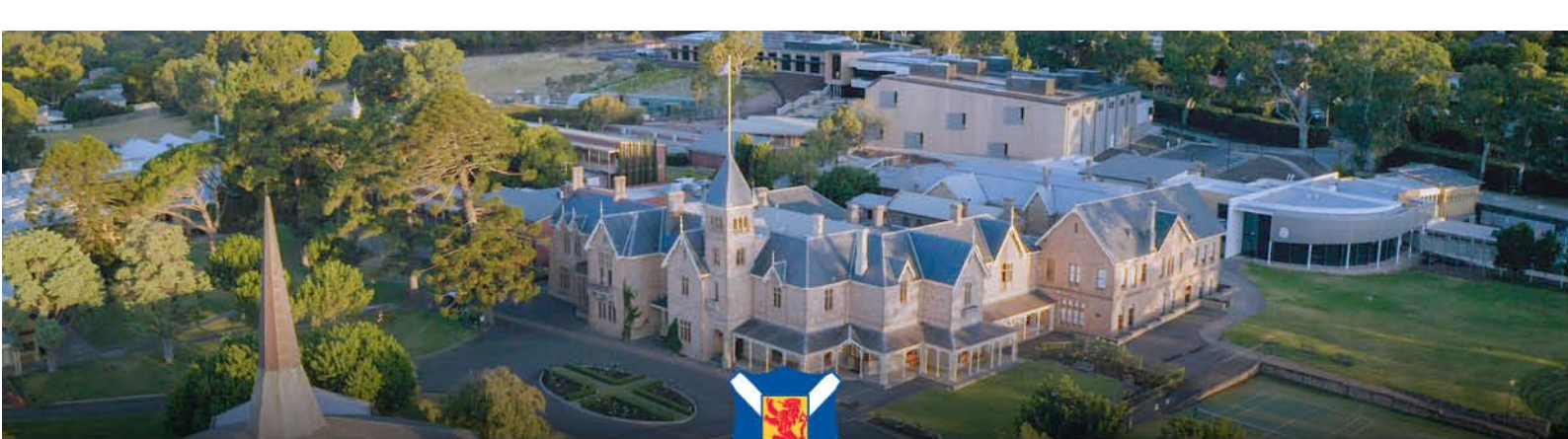
<p><b>Working with Children Check (WWCC)</b></p>	<p>A working with children check is valid for five years and is portable across roles and organisations in South Australia. Continuous monitoring will be in place for WWCCs, which will be re-assessed as new information becomes available. If a re-assessment results in a person being prohibited from working with children, both the person and their employer will be notified.</p>
<p><b>Exemption</b></p>	<p>A person does not need a WWCC if they:</p> <ul style="list-style-type: none"> <li>• are a sworn Police Officer</li> <li>• employ or supervise children in a workplace, unless the work is child related (e.g. managing a fast-food restaurant that employs people under 18)</li> <li>• work in the same capacity as a child, (e.g. working at a checkout in a supermarket that also hires people under 18 in the same type of role)</li> <li>• don't reasonably believe they will work with children for more than seven days (consecutive or not) in a calendar year*</li> <li>• are a parent or guardian volunteering with their own child (e.g. at school) and do not have close personal contact with other children, or participate in an organised overnight event (e.g. a school camp)</li> </ul>



	<ul style="list-style-type: none"> <li>live interstate, have a current child related check from their home state, and are working at an organised event in South Australia lasting no more than 10 consecutive days</li> <li>are under the age of 14.</li> </ul> <p>*The seven-day exclusion does not apply if the person is involved with an overnight activity (e.g. school camp) or has close contact with children with disability.</p>
<b>RRHAN - EC</b>	To work or volunteer in education you need to do mandatory notification training. The training is called Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC for short).
<b>Screening</b>	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.
<b>Suitability</b>	<p>A working with children check is an assessment of a person’s prior behaviour. It doesn’t determine a person’s suitability to work with children – organisations still need to decide if a potential employee or volunteer is a good fit for the role. Determining suitability encompasses all means;</p> <ul style="list-style-type: none"> <li>assessing that a person is suitable to work in a child safe environment, and</li> <li>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;             <ul style="list-style-type: none"> <li>Assessing applicants’ values, motives and attitudes for compatibility with a culture for child safety and wellbeing.</li> <li>Panel interviews, transparent short-listing and standardized reference checks.</li> </ul> </li> </ul> <p>Continuous monitoring of suitability may include:</p> <ul style="list-style-type: none"> <li>Documenting and acting on information about inappropriate conduct towards children or young people by people covered by this policy.</li> <li>Supervision, assessment, observation and mentoring of staff and</li> </ul>



	volunteers.
<b>Children and Young People</b>	All students enrolled as students at the College, including students aged 18 years and above.
<b>Volunteer</b>	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.
<b>Third-party provider</b>	<p>Individuals engaged by the College to;</p> <p>work with children and young people without constant supervision by a staff member, or</p> <p>perform work in proximity to children and young people without constant supervision by a staff member, or</p> <p>have access to records relating to children and young people, or</p> <p>manage or supervise personnel undertaking those roles</p> <p>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</p> <p>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.</p>
<b>Contractor</b>	<p>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.</p> <p>Examples of Contractors engaged by the site – IT technicians, building contractors, providers of building or machinery maintenance, cleaners, auditors accessing records of students.</p> <p>The Department responsible for engaging the Contractor, is responsible ensuring that screening and suitability requirements are met.</p>
<b>Employee</b>	Any person engaged by the College and paid on a casual, part time, fixed term or permanent basis.



## 4 Introduction

Scotch College understands that working with children requires more than just a clear background check; it also demands a demonstrated commitment to their safety and wellbeing. As part of our process, we assess each applicant’s values, motives, and attitudes to ensure they align with a culture of child safety and protection.

Panel interviews and at least 2 referee checks and qualification checks are conducted to confirm that the applicant possesses the experience, emotional intelligence, physical and intellectual capabilities, and ethical standards necessary for working with children.

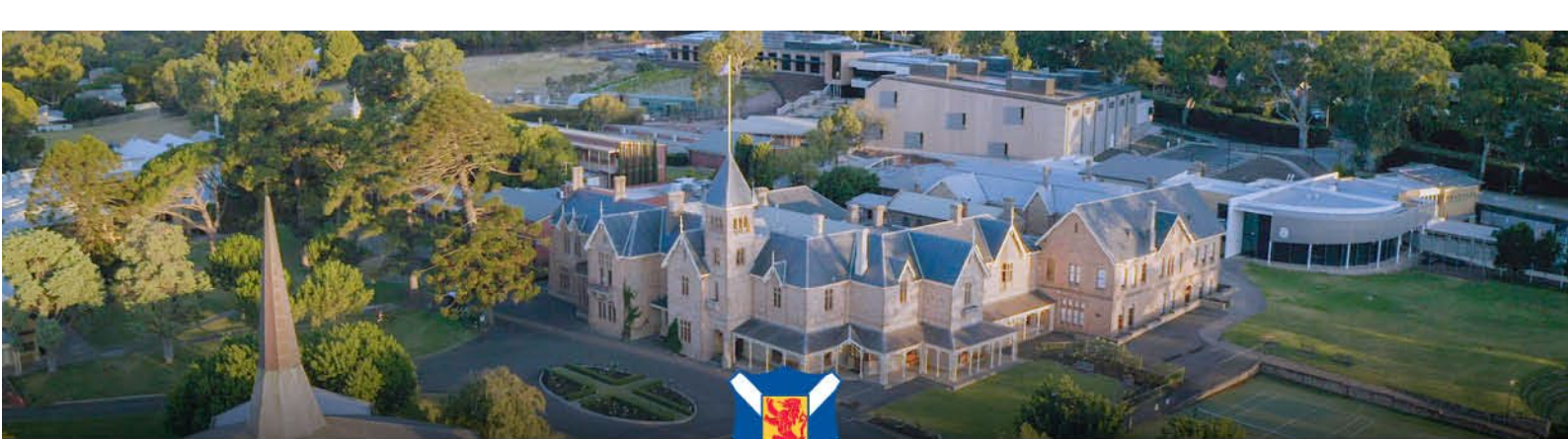
## 5 Minimum Age

All workers over the age of 14 years who will be working in a role with children and young people must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services, provide evidence of this prior to employment.

## 6 Screening Requirements

In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the DHS Screening Unit, and we link all Working with Children Checks (WWCC).

	Screening Required	Type	Responding to Risks of Harm, Abuse and Neglect (RRHAN)	Records Kept
Employees - General	Yes	WWCC	Yes – must be current to comply.	People and Culture
Employees - Teacher or educator	Current teacher registration	WWCC	Yes – must be current to comply.	People and Culture
Third Party Provider	Yes	WWCC	Yes – must be current to comply. Required to acknowledge receipt of Introduction to Child Safe Environments Policy	People and Culture
Volunteer –	Yes	WWCC	Yes	People and Culture
Contractors	Yes	WWCC	No	Infrastructure or Hiring Manager



			Required to acknowledge receipt of Introduction to Child Safe Environments Policy	
Adults residing on campus not enrolled	Yes	WWCC	Yes	People and Culture
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	WWCC	Yes	People and Culture

## 7 Renewal

WWCC is required by law to be renewed every 5 years. The College will verify the renewal and accuracy of all WWCCs in the DHS Screening Unit portal. All staff including contractors, third-party providers, are responsible for their renewal and payment of WWCC, which is tax deductible.

Note: The College will initiate pay for the initial check for non-teaching staff new to child-related employment they do not hold a current WWCC.

The WWCC is at no cost to volunteers.

## 8 Record Keeping

A copy of all screenings will be recorded and held by People and Culture or, in the case of contractor, the nominated Department. The college will verify the accuracy of all WWCCs in the DHS Screening Unit portal.

## 9 Breaches

The College will immediately contact the Department of Human Services Screening Unit when we become aware of assessable information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

It is illegal to work or volunteer with the College without a current WWCC. Hiring managers and volunteer coordinators are responsible for ensuring that all staff and volunteers have an up-to-date WWCC.



Any employee found without a valid WWCC will be immediately suspended without pay, as their continued role would pose a risk to the safety of children and young people. Similarly, volunteers without a current WWCC are prohibited from participating in any College activities to prevent compromising the safety of children and young people.

Additionally, any behaviour that violates employment requirements, policies, agreements, or professional codes related to the safety and wellbeing of children may result in suspension without pay, termination of employment, or immediate cancellation of any contracts or agreements.