

**Catholic Education Centre**

116 George Street Thebarton SA 5031
 PO Box 179 Torrensville Plaza South Australia 5031
 Telephone: (08) 8301 6600
 Facsimile: (08) 8301 6611
 ISD: 61 8 8301 6600
 Email: director@ceo.adl.catholic.edu.au
www.ceo.adl.catholic.edu.au

CIRCULAR

T:\HUMAN RESOURCES\CIRCULARS\2002\SCREENING PROCEDURES

TO PRINCIPALS OF CATHOLIC SCHOOLS

Dear Colleagues

RE: SCREENING PROCEDURES

In order to ensure the highest possible level of child protection in our schools, the attached Screening Procedures have been developed for your use when employing staff and for volunteers. These form part of the changes outlined in my previous circulars and include:

- questions at interview re criminal offence or employer investigation (Section 1)
- referee checks (Section 1)
- electronic screening through Catholic Education Office (Section 2 and Appendix 1)
- Police Check for staff new to Catholic Education SA (Section 3).

These Procedures are mandatory for all diocesan schools and are highly recommended for all other schools.

The Procedures for screening are to be incorporated in the near future into the Procedures for Employing Staff which are currently under review and will be sent to you in due course. A checklist for Principals employing staff or engaging volunteers is attached for your use as Appendix 2.

These Procedures have also been provided to the Human Services Standing Committee for consultation with principals and other key stakeholders. While it is not anticipated that arrangements for online screening and police checks will change, it may be that some aspects of these Procedures could be improved. Therefore, the Human Services Standing Committee will consider feedback about these Procedures at its meeting on October 15th.

The nominees of SACPPA and APCSS on the Human Services Standing Committee have indicated that they anticipate discussing these guidelines at a meeting of their associations. The following issues were raised by the Human Services Standing Committee as providing a possible focus for feedback.

- ♦ Should police checks be carried out on all volunteers?
- ♦ How regularly should TRT's have police checks (every three or five years)?
- ♦ Who pays for police checks?

Following the consideration of feedback, a final version of these Procedures will then be issued to schools early in Term 4.

If you require further information or clarification please contact Jane Swift, Geoff Hallion, Bill Pecker or Yvonne Webb of this Office.

Thank you again for your assistance with these matters and I trust that these Procedures will assist you in your selection of staff and therefore education and care of students.

With best wishes

Yours sincerely

A handwritten signature in black ink that reads "Allan Dooley". The signature is written in a cursive style with a large initial 'A' and a long, sweeping tail.

ALLAN DOOLEY
DIRECTOR

16 September 02