

SCREENING PROCEDURES FOR APPLICANTS - EMPLOYEES, VOLUNTEERS AND OTHER WORKPLACE PARTICIPANTS

EMPLOYEES - All short listed applicants

SECTION 1

- (a) All applicants who are short-listed for interview will be asked whether they have ever been charged with a criminal offence involving children, violence, drug dealing or dishonesty.
- (b) All applicants who are short-listed for interview will be asked whether they have ever been the subject of an employer investigation regarding children, violence, drug dealing or dishonesty.
- (c) The current employer of all applicants who are short-listed for interview will be contacted for suitability and screening purposes, according to current practice. If the preferred applicant is not currently employed, the immediate past employer should be amongst the referees contacted.

Principals should be aware of the obligation to disclose significant information in appropriate circumstances when they contact or are contacted as a referee. This is especially the case in circumstances where the information is so important that not to disclose it may be dishonest or misleading.

EMPLOYEES - Preferred Applicants

SECTION 2

All preferred applicants will be asked to provide evidence of personal identification.

For Non Teaching applicants acceptable identification includes a current passport, birth certificate, driver's licence, or a notice of tax assessment.

For Teaching applicants acceptable identification is an original and current South Australian Teacher Registration Certificate.

The Catholic Education Office, Human Resource Services, should be contacted for further screening purposes prior to offering a position to the preferred applicant.

This is undertaken through a web based application at:
<http://web.ceo.adl.catholic.edu.au/employees>

Contact Lucy Mahony ☎ 8301 6603 or email lucy.mahony@ceo.adl.catholic.edu.au for Login ID, password and assistance.

Principals should ensure that they provide access to this facility to an Acting Principal during times of leave.

Please refer to **Procedures for Electronic Screening of Applicants** (appendix 1).

SECTION 3

- (a) Catholic Education SA has entered into a Memorandum of Understanding with SA Police (SAPOL) for police checks to be provided centrally for Catholic schools in South Australia. The preferred applicant should be informed that the appointment is subject to a satisfactory police check.

Please note that SAPOL will not process police checks on all applicants. It will only process the preferred applicant.

- (b) The prescribed form '**Authority to Access Person History Information**' (attached) must be provided to the preferred applicant and returned to Catholic Education SA as soon as possible for processing. This form is also available at: www.ceo.adl.catholic.edu.au Select Human Resource Services and then Screening.

The preferred applicant must be reminded **NOT** to sign the form except in the presence of one of the specified witnesses (a Justice of the Peace, a Police Officer, a Public Notary, a Catholic Education SA Delegate).

- (c) The original form must be posted/couriered or personally delivered (NOT faxed) to Catholic Education SA, marked **CONFIDENTIAL** and addressed to;
- Mr Bill Pecker
Senior Education Adviser
Catholic Education SA
116 George Street
THEBARTON SA 5031

Ensure a cheque, from the school, made payable to **The Commissioner of Police** for \$45.00 is attached.

Where necessary, the preferred applicant may commence employment but continuing the employment will be subject to the outcome of the police check. This clause **MUST** be inserted in the Appointment Letter.

This offer of employment is made subject to the Catholic Education Office advising the Principal (or delegate) that you have successfully met the various requirements of the screening procedures currently in place for the protection of students in Catholic schools.

- (d) Schools should expect a minimum of one week for Catholic Education SA to process, then possibly, up to three weeks for SAPOL to respond.
- (e) As soon as the information is received from SAPOL, it will be conveyed by telephone to the Principal.

SAPOL does not permit copies to be made of information it provides. Information may be shown to the principal and the preferred applicant but no copies can be made.

- (f) SAPOL applies strict security provisions to the disclosure, storage and disposal of police check information by Catholic Education SA.

Teachers only

1. Police checks will be undertaken on all teachers who are **new to Catholic education**. This includes teachers who have worked in Catholic education previously but resigned and whose service ceased. Police checks will not be undertaken on teachers returning from authorized leave, nor on existing teachers in Catholic schools in SA.
2. New casual teachers (TRT's) (subject to clause 1 above) will also be subject to police checks but TRT's may be used on an emergency basis (subject to the usual other screening measures as detailed in Sections 1, 2 and 3) until the results are known. TRT's should be asked whether they have previously completed an "Authority to Access Person History" form. If so, the Principal can check the result with the CEO (HR).

Education Support Officers (ESO's)

1. The preferred applicant for all **new to Catholic education** ESO appointments (for example: school assistants, child care workers, canteen staff, groundstaff, maintenance staff, bus drivers, uniform shop staff and all other non teaching staff) will be subject to a police check.
2. A police check will not be required for education support officers currently employed in Catholic education.

Senior managerial staff

1. The preferred applicant for all senior managerial positions (who are neither teachers nor education support officers) and who are **new to Catholic education** will be subject to a police check.
2. A police check will not be required for senior managerial staff currently employed in Catholic education.

Other paid workplace participants

1. The preferred applicant for all other workplace participants (eg. regular contractor, self employed worker e.g. some cleaners, some caterers) who are **new to Catholic education** will be subject to a police check.
2. Music tuition instructors who are **new to Catholic education** will be subject to a police check.
3. A police check will not be required for workplace participants currently working in Catholic education.

VOLUNTEERS

1. All current and new volunteers must complete the **Volunteer Details Form** (attached). This form, once completed, should be kept on file at the school. This form is also available at: www.ceo.adl.catholic.edu.au Select Human Resource Services and then Screening.
2. All volunteers will be asked to provide evidence of personal identification (e.g. passport, birth certificate, driver's licence, or notice of tax assessment).
3. Where the volunteer is well known to the Principal and is always under the direct supervision of a teacher, the Principal may use his or her discretion regarding the contacting of referees.
4. Where the volunteer has regular and direct contact with students and is not always under the direct supervision of a teacher (eg LAP volunteers, sports/drama/music coaches) the referees must be contacted.
5. Police Checks for volunteers are free of charge. If a police check is required for a volunteer please complete the Authority to Access Person History Information form.
6. Except for Special Schools, Police Checks for volunteers are undertaken at the Principal's discretion.

PROCEDURES FOR ELECTRONIC SCREENING OF APPLICANTS

1. Open Internet Browser (eg Internet Explorer)
2. Enter URL (address)
<http://web.ceo.adl.catholic.edu.au/employees> and press **Enter**

Login Screen will appear

3. Enter the **School ID & Password**
(Initially use the same as for Horizon's positions – it is advisable that you personalise the password as soon as possible, using the **Change Password** option – School ID will remain the same.)

Press the **Submit** button.

Data Entry Screen will appear

4. Enter details for preferred applicant by following every prompt and press the **Apply** button.
5. You will receive a response on principal's email or by phone within three hours.

If you experience any difficulties, please contact Lucy Mahony, Julie Kostiw, Sylvia Jakska or Geoff Hallion on 8301 6600.

**TICK HERE
if position is
VOLUNTARY**

Authority to Access Person History Information

IMPORTANT INFORMATION FOR THE APPLICANT

South Australian Police (SAPOL) will release all findings of guilt and all proven court outcomes. These include offences for which a "without conviction" was recorded. This information is released in accordance with SA legislation, Spent Conviction Provision of the Commonwealth Crimes Act and SAPOL policy. Offences from other States will be released in accordance with their specific spent conviction and rehabilitation legislation and policies.

APPLICANT – please PRINT information

Given Name(s): _____ Surname: _____

(please supply all names)

Previous names e.g. maiden, former married or other names used: _____

Address: _____ Suburb: _____

Date of Birth: ____/____/____ at _____ State: _____

CONSENT

I hereby consent to the release to the person bearing a written authority from CATHOLIC EDUCATION SA, full details of any person history and any other relevant information that any Australian State/Federal/Territories Police or Law Enforcement Agency may have in its possession with reference to me. This includes any convictions imposed on me that are spent or rehabilitated (however described) under State/Territory/Federal Legislation.

I acknowledge without this consent being provided spent or rehabilitated convictions within certain States may not be disclosed.

I agree, should there be any doubts as to my identity, to voluntarily submit a set of fingerprints suitable for the requirements of the fingerprint experts.

In consideration of the release of information, I hereby release and discharge and agree to indemnify and hold harmless the State of South Australia each of the Australian State/Federal/Territory Police or Law Enforcement Agencies and their employees, servants and agents from and against all claims, demands, actions, suits, proceedings, costs and damages whatsoever arising out of or in any way connected with the release or the use of the information.

This consent form shall remain active until I cease to be an employee/client of CATHOLIC EDUCATION SA

Applicant's signature _____ Date ____/____/____

WITNESS

This form must be witnessed by one of the following:-

- Delegated representative of CATHOLIC EDUCATION SA
 Police Officer Justice of the Peace Public Notary

One of the following identifications must be viewed by the witness:-

- Drivers licence (number) _____ State of Issue _____
 Passport (number) _____ Other (e.g. Birth Certificate) _____

The applicant's signature, date of birth and correct spelling of names has been verified by me. I have sighted official documentation as detailed above.

Witness signature _____ Witness Name (in full) _____

Date ____/____/____ Position/Rank _____

**This document is to be returned to CATHOLIC EDUCATION SA and NOT to SAPOL
 Ensure a cheque, from the school, made payable to the *Commissioner of Police*, for \$45.00 is attached.
 NOTE: Volunteer Police Checks are free of charge.**



Volunteer Details Form

APPLICANT – please PRINT information

Given Name(s): _____ Surname: _____

Address: _____ Suburb: _____

Phone number: (Home) _____ (Work): _____

Identification Provided: TYPE: _____ NUMBER: _____

Area of Interest: _____

Qualifications: _____

Experience or other relevant information relating to area of interest:

DECLARATION

I agree to take all reasonable steps to protect my own health and safety while on school property.

I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the school(s).

I declare that I am a fit and proper person of good character. Below are 2 referees who will attest to my good character (e.g. previous or current employer, doctor, lawyer, JP, teacher etc.)

Name: _____

Address: _____

Phone number ☎: _____

Name: _____

Address: _____

Phone number ☎: _____

Have you ever been charged with a criminal offence involving children, drug dealing, dishonesty or violence? Yes / No

Signature _____ Date ____/____/____

I acknowledge that this completed form will be kept on file.

CHECKLIST FOR PRINCIPALS EMPLOYING STAFF OR ENGAGING VOLUNTEERS

EMPLOYEES - All Short Listed Applicants (including TRT's)

a) Has the applicant ever been <u>charged with a criminal offence</u> ?	Yes / No	a, b, & c - To be completed for ALL interviews In order to speed up the screening process "Authority to Access Person History" forms may be given to all short listed applicants, to be filled in if they are subsequently offered the position.
b) Has the applicant ever been the <u>subject of an employer investigation</u> ?	Yes / No	
c) Have you <u>contacted current or immediate past employer</u> for suitability and screening purposes?	Yes / No	

EMPLOYEES - Preferred Applicants Teachers (including TRT's), ESO's, & Other Paid Participants

1. Has applicant provided evidence of <u>personal identification</u> ?	Yes / No	For all non teaching applicants evidence includes a passport, birth certificate, driver's licence, or notice of tax assessment. For teaching applicants acceptable evidence is a current South Australian Teacher Registration Certificate.
2. Have you lodged details of the preferred applicant for <u>Electronic Screening</u> ?	Yes / No	Form found at: http://web.ceo.adl.catholic.edu.au/employees OR: Contact Lucy Mahony Telephone: ☎ 8301 6603 or lucy.mahony@ceo.adl.catholic.edu.au
3. Has the ' <u>Authority to Access Personal History Information</u> ' form (Police Check) been completed?	Yes / No	Note: This applies to all new employees or other new workplace participants, including new music tuition instructors. 'New' meaning, new to Catholic Education SA. Note: This form can be witnessed by a J.P./Police Officer/Public Notary/CEO Delegate – Bill Pecker, Geoff Hallion, Yvonne Webb, Jane Swift or Allan Dooley.
4. Has the <u>\$45 cheque to 'The Commissioner of Police'</u> been attached?	Yes / No	Note: Police checks for volunteers are free of charge, but are not compulsory, except for volunteers in Special Schools.
5. Has the Police check form and Cheque been <u>posted/delivered to Catholic Education SA</u> ?	Yes / No	Note: Post/courier or personally deliver (NOT faxed) marked Confidential to; Police Checks Human Resource Services Team Catholic Education SA 116 George Street THEBARTON SA 5031
6. Will the preferred applicant be <u>able to be employed prior to results</u> of the screening being known?	Yes / No	Note: If the answer is 'yes', the following clause must be inserted into the Appointment Letter: <i>'This offer of employment is made subject to the Catholic Education Office advising the Principal (or delegate) that you have successfully met the requirements of the various screening procedures currently in place for the protection of students in Catholic schools.'</i>

VOLUNTEERS

1. Has the ' <u>Volunteer Details form</u> ' been completed and filed?	Yes / No	Note: To be completed and filed at the school for all Volunteers.
2. Has Volunteer provided evidence of <u>personal identification</u> ?	Yes / No	<u>Evidence includes:</u> passport, birth certificate, driver's licence, or notice of tax assessment.
3. Has the Volunteer <u>referee check been completed</u> ?	Yes / No	Note: This is particularly important where the volunteer is not always under the direct supervision of a teacher.