

Updated 1 September 2011

Screening and Recruitment Procedures for Applicants

**Employees, Volunteers and
Other Workplace Participants
in Schools or
Catholic Education Offices**

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SECTION 1 EMPLOYEES - All short listed applicants

Section 1 applies to all short listed applicants including existing employees of Catholic Education.

1.1 Applicant Declaration

- 1.1.1 All advertisements for school and Catholic Education Office positions, both on *Horizons* and in the local or national press, will inform potential applicants that they must complete the Applicant Declaration Form, available online, and submit it with their application. Schools can also decide to include a copy of the form in any 'Information for Applicants' package sent to prospective applicants.
- 1.1.2 The Applicant Declaration Form (attached as Appendix 1A (for Schools) and 1B (for the CEO) to these Procedures and available to prospective applicants on CESA Online at the following address or location:
<http://online.cesane.adl.catholic.edu.au/docushare/dsweb/View/Collection-692>
 OR
 Location: [Home](#) > [CESA Services](#) > [Screening Procedures/Police Checks](#) Listing
- It is a single-page form that contains questions relating to (1) criminal offences and (2) written warnings/resignation/dismissal, plus (3) a question in relation to the necessity for child protection issues to be raised with each of the applicant's referees.
- 1.1.3 The Applicant Declaration Form also makes provision for the applicant to opt for a discussion with the Principal (or Director or delegate) or the Principal's nominated delegate rather than answer one or more of the questions.
- 1.1.4 The Applicant Declaration Form is placed in an **ENVELOPE MARKED 'CONFIDENTIAL'** and is addressed to the Principal (or Director for CEO positions). It accompanies the application.
- 1.1.5 The Principal (or Director) or the Principal's (or Director's) nominated delegate is responsible for opening the envelopes. If all questions are answered with a 'no' response, the application is dealt with in the normal manner. If any question is unanswered the applicant will be asked to complete the form. If any question is answered with a 'yes' response, or if the applicant requests a meeting with the Principal, the application is held in abeyance until the Principal consults with the Principal Consultant and they seek appropriate advice in order to make a determination concerning the applicant's suitability for employment.
- 1.1.6 An applicant seeking a meeting with the Principal/Principal's (or Director's) nominated delegate will be asked to submit his/her application one week prior to the closing date. This is clearly indicated on the Applicant Declaration Form.
- 1.1.7 The Applicant Declaration Form informs prospective employees that a successful applicant found to have made a false statement on this form is liable to dismissal. It also warns the successful applicant that should there be a significant change in the employee's circumstances that relates to the screening process he/she must inform Catholic Education SA immediately.

1.2 Referee reports

Principals (and CEO staff) 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.

1.3 Probation - applies to all preferred applicants, new to Catholic Education, who are being offered a permanent position

Applicants new to Catholic Education must be informed at the interview and at the time of the offer that any permanent position is subject to a probationary period in accordance with the relevant Award/Enterprise Agreement: Teachers Non Government Schools Award (2 terms); School Assistants Non Government Schools Award and Enterprise Agreement (for all ESO's) - (3 working months), Clerks SA Award (must be reasonable; normally would not exceed 3 months).

1.4 Permanent teacher appointments (Diocesan schools only)

For non permanent teachers being appointed to a permanent position a 'Request for Approval for Permanent Status' (Form TT3) must be completed and forwarded to Personnel Team, Catholic Education Office.

1.5 TRT's, Music and other tutor appointments

Relevant screening to be conducted as per "**Checklist for Principals ...**" on page 19.

This will include the Applicant Declaration Form, interview process and referee checks.

Referee checks to be conducted with current or immediate past employer for all short listed applicants.

The electronic screening process is to be carried out on preferred applicants only.

1.6 Prior to commencement – employees

1.6.1 During the interview and when the position is offered it must be made expressly clear to the applicant that the appointment and the commencement date is subject to notification that screening requirements, including a CESA/PCU police check, have been met. The appointment letter should include the following sentence:

I am pleased to offer you the position of _____ commencing on a date to be confirmed. This position is subject to a satisfactory police and other screening clearances prior to commencement and to ongoing satisfactory police checks at regular intervals as requested throughout your employment.

1.6.2 The appointment letter for employees new to Catholic Education must also include a statement that the appointment is subject to the relevant probationary period as detailed in the Award or Enterprise Agreement.

1.6.3 Induction must be completed including OHSW and provision of relevant policies, such as Child Protection Policy, Child Abuse Procedures, Duty of Care Policy, Charter for Teachers, Information Technology Policy etc.

1.6.4 Mandatory notification training is either completed or organized. Catholic Education SA's policy is that training will be updated every 3 years. (Please note that after 1 March 2006, a teacher is required by law to have completed a mandatory notification course in order to gain registration.)

SECTION 2 ELECTRONIC SCREENING

Electronic screening – applies to all preferred applicants, including existing employees, volunteers and other workplace participants

The Catholic Education Office, Personnel Team, must be contacted for further screening purposes (via electronic screening process) 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 Brodie ☎ 8301 6603 or email lucy.brodie@ceo.adl.catholic.edu.au for Login ID, password and assistance.

Principals must ensure that they provide access to this facility to an Acting Principal during times of leave. They may also delegate this role to another staff member. The response will at all times be returned to the Principal.

The return response must be printed and filed.

Please refer to **Procedures for Electronic Screening of Applicants** (Appendix 2).

SECTION 3 POLICE CHECKS

3.1 Screening Process

STEP 1 - Police Check /Criminal History Screening

From 1 June 2007 the Police Check Unit (PCU) which is now part of the Catholic Education Office is responsible for the processing of all applications and correspondence in relation to police checks.

The Process

(All Responsible Authorities and Nominated Authorising Persons are required to attend training sessions given by Police Check Unit personnel. In the event that training has not been given contact the PCU directly for further information.)

Police Check Consent Form

- The applicant is required to fill in page 1 and 2 of the Police Check Consent Form.
Please note: Page 2 “Known Offence Disclosure” section. If ‘Yes’ is ticked for either question and an applicant wishes to not disclose the detail on the form itself for privacy reasons, the applicant is able to provide the information on a separate piece of paper. Place it in a sealed envelope and staple it to the consent form.
- The applicant signature **MUST** be witnessed by the “Nominated Authorising Person” (See “Important Information” sheet with Police Check Consent Form)
- The Nominated Authorising Person must then fill in pages 3 and 4 of the Consent Form and sign the bottom of page 4. All copies of identification documentation must be verified and signed and dated accordingly.

Identification Documentation

The Police Check Consent Form is a legal document that when signed is a declaration by the applicant that the information provided is correct. This form must include all current and previous names.

As previously directed, proof of name change documentation must be provided in addition to the normally required identification documents when the police check forms are lodged. Copies of the identification or proof of name change documents must be signed and verified by the Nominated Authorising Person (NAP) or the Responsible Authority (RA) as having sighted the original documents. These documents are required to be attached to the consent form and forwarded to the Police Check Unit for processing.

NAP’s and RA’s should refer to the location manuals for acceptable forms of identification.

Processing

- The Police Check Consent Form will then be posted to the PCU with the verified copies of the identification attached.

Post to: Police Check Unit
GPO Box 179
TORRENSVILLE SA 5031

Any enquiries can be directed to:

8301 6172,
8301 6173,
8301 6174

Fax: 8352 3174

*If the processing of the application is URGENT - please ensure that **URGENT** is written on the front of the Consent Form in the **top right hand corner** to enable fast tracking where possible. Without this notification, these forms will go into the queue and be processed in order of receipt.*

*All locations need to be aware that applications sent to CrimTrac for processing can take **up to 6 weeks**.*

In the event that:

- *a name IS detected on the National Names Index held by CrimTrac, PCU has NO control over the time taken by police jurisdictions to provide the relevant information.*
- *a name is NOT detected on the National Names Index held by CrimTrac, there is generally a relatively quick turnaround time.*

For further information regarding processes, please refer to the Location Procedure Manual distributed to all locations.

- The location will be billed for the employee or volunteer police check.
 - ◆ Employees \$48.00
 - ◆ Volunteers \$ 7.50
 - ◆ Re-issue of Letter \$10.00 (cost borne by individual)
- TRTs and any other workplace participants not employed by the location will be required to pay for their own Police Check or NPC.
- Once the adjudication has been made, either a clearance or non clearance letter will be posted to the individual.

The location is also advised of the update to the applicant status via reports or correspondence from the Police Check Unit which is forwarded to the 'Responsible Authority' (Site Leader). It is the responsibility of the 'Responsible Authority' to pass on the information provided to the 'Nominated Authorising Persons' at their site to enable appropriate updates of registers/databases.

Please Note: Once an individual is cleared for service they are NOT required to obtain another Police Check within another Catholic site. Individual letters allow for ease of movement within the Catholic system.

The individual must show the original clearance letter to the School.

Schools are able to take a copy of the clearance letter but only with the permission of the applicant. The date of expiry is the most relevant piece of information to be taken from the letter for your records.

3.2 Use of an existing 'National Police Certificate' (NPC)

For other Workplace Participants including TRTs & Contractors;

The PCU will require an existing NPC:

It must be less than 3 months old from the date of issue

The Responsible Authority or Nominated Authorising Person is required to sight the original, make a copy, mark copy 'original sighted', sign and date, note the applicants proposed role type and role name and forward to PCU.

OR ALTERNATELY:

Deliver or post a CERTIFIED copy of the National Police Certificate to the PCU (Certified documents will only be accepted with a stamp and signature of a Justice of the Peace, Police Officer or Commissioner for taking Affidavits).

The role and contact number needs to be clearly stated on the copy of the NPC e.g. Volunteer – classroom helper; Employee – Teacher; Contractor – Plumber.

PCU will assess the NPC and if clearance is granted, applicants will receive a police clearance letter. This letter will have an expiry of 3 years from the date of issue of the NPC.

Other Acceptable Clearances

Current clearance documents provided by the following registered CrimTrac screening agencies are acceptable for employment or volunteering in CESA Schools and Offices.

- **Catholic Archdiocese of Adelaide - Police Check Unit**
 - *Acceptable documentation – Catholic Archdiocese Clearance Letter*
- **Department for Families & Communities**
 - *Acceptable documentation – DFC Clearance Letter*
- **Department of Education and Children's Services**
 - *Acceptable documentation - Clearance Letter*
- **Uniting Church (Clearance Letter)**
 - *Acceptable documentation – Clearance letter*
- **Licensed Bus Drivers (DTEI- Department of Transport Energy & Infrastructure)**
 - *Acceptable documentation – DTEI accreditation card / or license or company engagement documentation which clearly states that the drivers are fully accredited through DTEI.*
- **Licensed Security Guards.**
 - *Acceptable documentation – Government Department (OCBA) issued Security license*

A Catholic PCU criminal history screening check is required on expiry of the validity period of the clearance letter/document from any of the above.

3.3 Who is currently excluded from the police check process?

- ♦ Teachers employed in Catholic schools in a full time or part time teaching role prior to Term 4, 2002.

Refer to Section 3.4 Teachers- "Existing Teachers in Catholic Education in SA (employed prior to October 2002)

- ♦ Persons attending the school for **one-off events** such as football coaching clinics, concerts, guest speakers etc. Students must be under the supervision of a teacher at all times.
- ♦ On **excursions**, where students may come into contact with persons who have not been screened, it is important that supervising school staff are particularly vigilant in their supervision of students.
- ♦ Persons attending the school to meet with staff on a one-off or occasional basis such as parents attending parent/teacher interviews, enrolment interviews, planning meeting for students with special needs. Any students present must be under the supervision of a teacher at all times.
- ♦ Persons attending the school to drop off and collect children or to communicate with school personnel but who are not performing voluntary work for the school.
- ♦ Parents attending the school facilities to attend playgroup with their own child (but not responsible for any coordination, management or arrangement of the session). All children must be under the supervision of a police screened supervisor at all times.
- ♦ Persons who have contact with schools on a one-off or occasional basis such as delivery drivers, tradespersons (not regular), ambulance staff etc. Any students in the vicinity must be under the supervision of a teacher at all times.
- ♦ DECS and Independent School staff on shared campuses. Extra vigilance required especially where NO police check has been undertaken by the relevant school/sector.

3.4 Teachers

Categories	Police Check required?	Electronic screening required?
Existing teachers in Catholic Education in SA (employed prior to October 2002)	No The TRB (Teacher Registration Board) police clearance is currently accepted only for existing teachers employed prior to October 2002 within Catholic Education SA. TRB police checks will be updated by the TRB on re-registration. Refer to email 26/8/2010 Principals -All (Mailing List) regarding instructions for expired teachers.	Yes <i>If new to school</i>
Teachers on approved leave of any kind including leave without pay	No	No <i>Unless new to school</i>
Teachers new to Catholic Education in SA (employed post October 2002)	Yes With updates as required by policy at the time (currently every three years). The initial police check and then subsequent updated police checks are required to be completed through the Police Check Unit (PCU).	Yes
Teachers who have previously worked in Catholic schools but resigned/contract finished and continuous service has been broken	Yes	Yes
Teachers from interstate	Yes Applicant to contact the Police in their home State to obtain a current Police Clearance for presentation to Catholic Education SA when they arrive in SA.	Yes
Teachers from overseas	Yes A Police Check from Country of origin or Passport Visa clearance documentation no more than 12 months old will be accepted, providing the individual has been in Australia for no more than 3 months.	Yes
Casual TRTs	Yes All TRT's must undertake a police check even if they have resigned from teaching in a Catholic school immediately prior to seeking work as a TRT.	Yes
Agency Staff TRTs ♦ SWITCH Education Recruitment ♦ Select Education	Yes Police clearances conducted via PCU who will issue each individual with a letter of clearance. TRT agency staff have been screened and police checked and may commence immediately.	Yes <i>If new to school</i>
Teacher new to school and claims has already had a CESA police check or has a current individual clearance letter from CESA	No, providing: ♦ <i>Employee has individual letter, sight original, check not expired.</i> ♦ <i>If no individual letter was supplied, contact the PCU to confirm whether has current CESA police clearance - individual letter can be prepared.</i>	Yes
Shared campuses –Teachers of DECS or independent schools on shared campuses.	No ♦ <i>CESA does not currently have the power to require employees of other schools which share a campus with a Catholic school to undergo police checks.</i> ♦ <i>Staff need to exercise vigilance where DECS or other independent school staff are interacting with students of Catholic school</i>	Yes

3.5 Education Support Officers (ESO's) and all other non teaching employees, including senior managerial staff

Categories	Police check required?	Electronic screening required?
Existing non-teaching employees in Catholic Education in SA (employed prior to October 2002)	Yes Police Checks should now have been arranged by the end of November 2007 through the Police Check Unit (PCU) and subsequent updates every 3 years through the PCU.	Yes <i>If new to school</i>
Non-teaching employees on approved leave of any kind including leave without pay	No	No <i>Unless new to school</i>
Non teaching employees new to Catholic Education in SA (employed post October 2002)	Yes With updates as required by policy at the time. Currently police checks are required to be completed through the PCU and subsequent police checks undertaken every 3 years through the PCU.	Yes
Non-teaching employees who have previously worked in Catholic schools but resigned, contract finished or continuous service has been broken	Yes	Yes
Non-teaching employees from interstate	Yes Applicant to contact the Police in their home State to obtain a current Police Clearance for presentation to Catholic Education SA when they arrive in SA.	Yes
Non-teaching employees from overseas	Yes A Police Check from Country of origin or Passport Visa clearance documentation no more than 12 months old will be accepted, providing the individual has been in Australia for no more than 3 months.	Yes
Casual non-teaching employees	Yes Including non-teaching employees who have resigned from working in Catholic schools immediately prior to seeking casual work.	Yes
Non teaching employee new to school and claims to have had a CESA police check or has a current individual clearance letter	No providing: <ul style="list-style-type: none"> ♦ <i>Employee has individual letter, sight original, check not expired.</i> ♦ <i>If no individual letter was supplied, contact the PCU to confirm whether has current CESA police clearance - individual letter can be prepared if confirmed on database.</i> 	Yes
Shared Campus. Non-teaching staff of DECS and independent schools	No <ul style="list-style-type: none"> ♦ <i>CESA does not currently have the power to require employees of other schools which share a campus with a Catholic school to undergo police checks.</i> ♦ <i>Staff need to exercise vigilance where DECS or other independent school staff are interacting with students of Catholic school</i> 	Yes

3.6A Who can use their current police check as clearance?

Categories	Police check required?	Electronic screening required?
Centacare Counsellors	<ul style="list-style-type: none"> ♦ Only police checked Centacare personnel will be permitted to access Catholic schools ♦ Principals need not undertake any further checks (in relation to police checks) on Centacare personnel ♦ All Centacare staff should be asked to produce their identity card which will have their photo, the Centacare name, their surname and first name and the date until which the police check is effective. ♦ If this card is not able to be produced, the Centacare person will not be able to continue on site. 	Yes
DECS Service Suppliers such as: <ul style="list-style-type: none"> ♦ Speech pathologists ♦ Psychologists ♦ DECS Counsellors 	<p>The police clearance is conducted by DECS or DFC. All DECS Service Suppliers should be asked to produce their current DECS/DFC clearance letter. (Provide free services on behalf of DECS to the Catholic schools)</p> <p>Refer to 3.2.</p>	Yes
Life Education SA Inc	<ul style="list-style-type: none"> ♦ All Life Education SA Inc staff should be asked to produce their relevant identity card. ♦ All staff are teachers and have a current TRB clearance. ♦ A list of staff will be kept at the PCU. 	Yes
Security (registered) Firm	<ul style="list-style-type: none"> ♦ Under the licensing requirements of the <i>2005 Amendments of the Legislation & Investigation Act</i> rigorous security checks are conducted prior to an individual being granted a security licence. ♦ Police clearances conducted by the Security Firm, will be acceptable. ♦ All Security staff should be asked to produce their identity card, the licenses are renewed every 12 months. ♦ If a school changes security company you can ring the PCU who can advise them of the companies on record who are already complying with the policy. 	Yes
Department of Transport, Energy and Infrastructure (DTEI) <ul style="list-style-type: none"> - For contractor bus driver role only 	<p>As per Memo advice from the Police Check Unit, dated 27 November 2008:</p> <ul style="list-style-type: none"> ♦ The Catholic Archdiocese of Adelaide accepts that individuals who are accredited and licensed through the Accreditation and Licensing Board (DTEI) are no longer required to undergo a further police check through the Archdiocese Police Check Unit (PCU). ♦ All locations must request written notification from the organisations that are engaged to provide transport, confirming that all drivers are fully accredited and licensed through DTEI. ♦ Individuals who are licensed to drive a bus or motor vehicle but are NOT accredited through the Accreditation and Licensing Board (DTEI) are still required to undergo a police check through the Archdiocese Police Check Unit. <p>Further enquiries in relation to this section are to be directed to the Operations Supervisor, at the PCU.</p> <p>A copy of the memo is available at: http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/View/Collection-2933 CESA Services ➤ Screening Procedures\Police Checks ➤ Police Check Unit - Collection of Documents</p>	Yes

3.6B Organisations who can use their current police check, but must present appropriate documentation to the PCU for a clearance letter?

Categories	Police check required?	Electronic screening required?
Inclusive Directions Inc funded under FACSIA	Yes Provides childcare, vacation support, family day care and out of school hours care for children with physical/mental disabilities and cultural diverse backgrounds in 35 Catholic schools. Police checks conducted by Inclusive Directions Inc, will be provided to the Police Check Unit as confirmation that all staff have completed the required screening process. Personnel will be issued with a letter of clearance from the Police Check Unit.	Yes
Novita Children's Services Inc	Yes Police clearances conducted by Novita, will be provided to the Police Check Unit as confirmation that all staff have completed the required screening process. Personnel will be issued with a letter of clearance from the Police Check Unit. Principals need not undertake any further police checks on Novita personnel.	Yes
Sports Group: ♦ Active After-school Communities (AASC)	Yes Police clearances conducted by AASC, will be provided to the Police Check Unit as confirmation that all staff have completed the required screening process. Personnel will be issued with a letter of clearance from the Police Check Unit.	Yes

3.6C Other Workplace Participants

Categories	Police check required?	Electronic screening required?
<p>Regular Contractors (more than once) <i>(Contractors are persons who are not employed directly by the school but are providing services payable on invoice either to the School or to CESA or are employed by organizations which have contracts with the school.) Could include:</i></p> <ul style="list-style-type: none"> ♦ Cleaners ♦ Tradespersons ♦ Maintenance ♦ Catering services etc ♦ 3rd party sub-contractors eg. OSHC service providers 	<p>Yes- refer to 3.2 For new Contractors, renewing contract and new persons employed or engaged by Contractors. Please direct regular contractors to our website for more information: www.cesa.catholic.edu.au</p> <p>For OHS&W Safety Manual > Doc 6 Contractors go to: http://online.cesamet.adl.catholic.edu.au/docushare/dsweb/View/Collection-4375</p>	Yes
<p>Contractors – Emergency ONLY</p>	<p>No Emergency access only. Contractors that fall within this category, must be supervised and areas made out of bounds during repair (eg. burst pipes - plumber required)</p>	No
<p>Major Construction/Significant Building Works on site</p>	<p>No The Site Manager and Principal discuss all issues relating to buildings, including site management. This can include:</p> <ul style="list-style-type: none"> ♦ Fencing off or delineated site (specifically detailed in contract) ♦ Using own toilet facilities ♦ No swearing ♦ No smoking ♦ No access to rest of school site ♦ No School staff (including principal) are allowed access without the permission of the Site Manager ♦ Other conditions as agreed by Principal/Site Manager <p>The significant difference in this instance is that contractors formally take possession of the site. There may be other issues which relate to OHS&W rather than child protection.</p>	No
<p>Sporting/Camping Organizations Such as:</p> <ul style="list-style-type: none"> ♦ Sports instructors ♦ Camp site personnel 	<p>Yes For new Contractors, renewing contract and new persons employed or engaged by Contractors. Schools need to be particularly vigilant in relation to checking whether police checks have been undertaken on non-school staff working at campsites etc, particularly if any non-school staff have any opportunity to have unsupervised contact with students. Preferably these staff should undergo a police check through the PCU or if this is not possible, the school should sight the police check organized by the campsite owner to ensure it is current and the person is suitable. In any situation whereby students are in extended contact with non-school staff, it is important that supervising staff of the school are particularly vigilant in their supervision of students.</p>	Yes If known
<p>Sporting Carnivals:</p> <ul style="list-style-type: none"> ♦ Athletics ♦ Swimming etc. 	<p>Yes Schools are responsible for their own volunteers and staff supervising at these events.</p>	Yes
<p>Other Instructors such as:</p> <ul style="list-style-type: none"> ♦ Music tuition instructors ♦ Dance tuition instructors <p>TRT's (see page 10)</p> <p>Invigilators and similar roles who are NOT employees of the school.</p>	Yes	Yes

Categories	Police check required?	Electronic screening required?
<ul style="list-style-type: none"> ♦ Autism SA 	<p>Yes</p> <ul style="list-style-type: none"> ♦ Police checks conducted by Autism SA will be provided to the Police Check Unit direct confirming staff have completed the required screening process. Personnel will be issued with a letter of clearance from the Police Check Unit. 	Yes
<ul style="list-style-type: none"> ♦ Disability SA ♦ Anglicare ♦ SA School for Vision Impaired ♦ Royal Society for the Blind ♦ Cora Barclay Centre ♦ Down Syndrome Society of SA ♦ Townsend House ♦ Guide Dogs for the Blind ♦ Access Assistant Program ♦ Inclusion SA ♦ and similar service providers 	<p>Yes</p> <p>Organizations listed and other similar providers are required to provide any one of the documents listed in 3.2</p>	Yes
DECS employees	<p>Yes- refer to 3.2</p> <p>Organizations listed are required to provide any one of the documents listed in 3.2</p>	Yes
DECS Swimming/Aquatic instructors	<p>Yes- refer to 3.2</p> <p>Organizations listed are required to provide any one of the documents listed in 3.2</p>	Yes
<p>Student teachers from SA Universities</p> <p>Speech Pathology Students from Flinders University</p> <p>Child Care Students from TAFE</p>	<p>Yes</p> <p><i>By agreement between all SA universities, Tabor College, TAFE, DECS and CESA, only student teachers/child care workers who have been cleared by the above will be permitted to access Catholic schools.</i></p> <p><i>Principals need not undertake any further checks on student teachers/child care workers from above.</i></p> <p>Students need to show their current university student identity card. Locations can confirm a student's enrolment in the specified courses for this agreement with the tertiary course coordinator.</p> <p><i>If Principals have any concerns regarding a particular student teacher/child care worker, please contact the CEO</i></p> <p>Please note: students undertaking study at interstate universities must obtain an NPC</p>	Yes
University supervisors	<p>Yes</p> <p><i>By agreement between Flinders University, Adelaide, UNISA and CESA, only police checked supervisors will be permitted to access Catholic schools.</i></p> <p><i>No further checks (in relation to police checks) are required in relation to supervisors from these three universities.</i></p>	Yes
<p>University employed researchers</p> <p>Please note: <i>Researchers are required to obtain permission to undertake research in Catholic schools by forwarding a proposal to the Assistant Director-Learning and Student Well-Being at the Catholic Education Office.</i></p>	<p>Yes</p> <p><i>By agreement between Flinders University, Adelaide, UNISA and CESA, only police checked university researchers will be permitted to access Catholic schools.</i></p> <p><i>No further checks (regarding police checks) are required in relation to university researchers from these three universities.</i></p>	Yes

Categories	Police check required?	Electronic screening required?
University student researchers Please note: <i>Researchers are required to obtain permission to undertake research in Catholic schools by forwarding a proposal to the Assistant Director-Learning and Student Well-Being at the Catholic Education Office.</i>	Yes University student researchers will need to produce an one of the documents listed in 3.2	Yes

3.7 Volunteers – additional information

- 3.7.1 All current and new volunteers must complete the **Volunteer Details Form** (Appendix 3). This form once completed, should be kept on file at the school. This form is also available on CESA Online:

<http://online.cesamet.adl.catholic.edu.au> and then follow this path:

CESA Services > Screening Procedures/Police Checks

Volunteers are required to provide the names and contact details of two character referees.

- 3.7.2 Electronic screening must be undertaken on all volunteers.
- 3.7.3 All volunteers must undergo a suitable induction program including training in OHSW, duty of care obligations, relevant school policies, first aid (where applicable), child protection and mandatory notification awareness (Volunteer Child Protection Brochure) available on CESA Online at the following link
<http://online.cesamet.adl.catholic.edu.au/docushare/dsweb/View/Collection-690>
 or by following the path: <http://online.cesamet.adl.catholic.edu.au> > CESA Services > Child Protection and Mandatory Reporting > Volunteer Child Protection Brochure.
- For further information on mandated training for volunteers call the Federation of Catholic School Parent Communities on 8301 6685.
- 3.7.4 A police check must be undertaken on all volunteers unless they fall within the exceptions detailed above at clause 3.3.
- 3.7.5 From 1 June 2007 the Police Check Unit (PCU) is responsible for the processing of all applications and correspondence. The Consent form must be provided to the preferred applicant and/or volunteer with the document titled "Important Information" which will help to answer any questions.
- 3.7.6 The process is the same as **item 3.1**
- 3.7.7 Staff currently employed who become volunteers in Catholic **locations** **MUST present** a current Catholic police clearance letter or arrange **with the Police Check Unit** for one to be processed.

Volunteer Categories	Police check required?	Electronic screening required?
<ul style="list-style-type: none"> ♦ Sports coaches and similar ♦ Cultural coaches (eg debating coach, music and drama coaches etc) ♦ Parent helpers (eg assists with reading or other classroom activities, assists with excursions) ♦ Canteen helpers ♦ Transport helpers (takes students other than their own child in their car) ♦ LAP support ♦ School Board members ♦ School Board sub committee members ♦ Parents accompanying staff on overnight camps, interstate and overseas excursions 	Yes	Yes
SAPSASA Billet hosts	Yes <i>By agreement between CESA and DECS and AISSA, SAPSASA billet hosts (all people in the household aged 15 years or over) are police checked by DFC. Clearances are determined by a committee comprising representatives of the 3 education sectors.</i> <ul style="list-style-type: none"> ♦ <i>No further police checks are required in relation to SAPSASA billet hosts.</i> ♦ <i>Please note that the above info does NOT apply to billet hosts in other situations (see below).</i> 	Yes
Billet hosts (other than SAPSASA) arranged by the home school or the participating school(s) eg school exchanges, interstate arrangements, home stay arrangements, overseas arrangements. <ul style="list-style-type: none"> ♦ Referee checks are strongly recommended on billet hosts (in addition to police checks and electronic screening). 	Yes <ul style="list-style-type: none"> ♦ <i>Police checks must be undertaken on all adults in the household aged 15 years or over</i> Please note: Schools arranging or participating in arrangements whereby students are placed in billets overseas or interstate or intrastate must advise the home school or third party provider (such as the Exchange Organisation) of the school's expectations in relation to child protection and safety. If the Principal is not satisfied that the screening arrangements are sufficient to ensure the safety and welfare of students, then the billeting arrangements must not proceed. In order to be 'sufficient' Exchange Organisations must require police checks, obtain referee checks, and have clear grievance procedures in place for students (as a minimum). All Exchange Organisations have been informed by the 3 schooling sectors that from the commencement of 2006 all members of home stay families aged 18 and over must have a police check. However from August 2007 all members of home stay families within Catholic Education SA aged 15 and over must have a police check.	Yes
Work experience hosts	Encourage police checks <ul style="list-style-type: none"> ♦ <i>CESA and schools cannot insist that members of the public undergo police checks</i> ♦ <i>Schools should exercise extreme caution when arranging or allowing work experience placements</i> ♦ <i>Schools should seek consent to undertake referee checks on supervising staff where at all possible</i> ♦ <i>Schools must satisfy themselves that the work experience arrangements are sufficient to ensure the safety and welfare of students (to the extent that this is reasonably possible)</i> ♦ <i>If possible, premises should be visited by school staff prior to the student commencing on work experience</i> ♦ <i>Students must undergo school induction in relation to personal safety issues such as harassment and child protection</i> ♦ <i>Students must be provided with access to school staff at short notice</i> ♦ <i>Where at all possible, school staff should visit the student while on work experience</i> 	Yes where possible.

Volunteer Categories	Police check required?	Electronic screening required?
<p>School students from Catholic and non-Catholic schools who have been scheduled to undertake work experience or vocational education placements specifically within:</p> <ul style="list-style-type: none"> ♦ a Catholic school; ♦ a Parish; or ♦ a Centacare site. 	<p>Yes</p> <p>In addition,</p> <p>The Principal of the host school must obtain from the Principal of the student's home school a written statement that:</p> <ul style="list-style-type: none"> ♦ <i>The student is approved for placement at the school</i> ♦ <i>Attests to the student's good character to the best of the Principal's knowledge</i> ♦ Students 15 years and older, regardless of which school they attend, MUST have a current police clearance through the PCU to gain work experience placement within a Catholic school, a Parish or a Centacare site. <p>Please note that police checks are only to be undertaken on students who have a scheduled organised placement to undertake work experience at a Catholic school, a Parish or a Centacare location.</p>	<p>Yes</p>

**CHECKLIST FOR PRINCIPALS and CEO
EMPLOYING or ENGAGING PAID STAFF OR ENGAGING VOLUNTEERS**

Name of Preferred Applicant _____
(tick boxes provided below to confirm completed)

EMPLOYEE VACANCY

1. Vacancy determined and role description prepared (attached).	Yes / No	<input type="checkbox"/>	The role description should include a requirement that appointment is subject to a satisfactory police check and other screening procedures and to ongoing police checks at regular intervals as requested throughout employment.
2. Vacancy advertised as appropriate (advertisement attached)	Yes / No	<input type="checkbox"/>	
3. Application in writing received including a CV (attached)	Yes / No	<input type="checkbox"/>	

EMPLOYEES - All Short Listed Applicants

(including existing employees, TRT's, Music and other tutors) written declaration – See Appendix 1A (for schools) or Appendix 1B (for CEO applicants).

a) Has the applicant ever been <u>charged with a criminal offence</u> ?	Yes / No	<input type="checkbox"/>	<p style="text-align: center;">Applicant must complete Applicant Declaration Form Appendix 1A (Schools) or 1B (CEO)</p> <p style="text-align: center;">ALL interviews</p> <p style="text-align: center;">In order to speed up the screening process a current Police Check application form may be given to all short listed applicants, to be filled in if they are subsequently offered the position.</p>
b) Has the applicant ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct?	Yes / No	<input type="checkbox"/>	
c) Have you <u>contacted current or immediate past employer</u> for suitability and screening purposes and asked whether there are any child protection concerns regarding this applicant?	Yes / No	<input type="checkbox"/>	

EMPLOYEES - Preferred Applicants

Teachers (including TRT's, Music and other tutors), ESO's, & Other Paid Workplace Participants

4. Have you lodged details of the preferred applicant and received clearance for <u>Electronic Screening prior to offering the position</u> ? Note: Applies to all preferred applicants, including existing employees	Yes / No	<input type="checkbox"/>	<p>See Appendix 2. Form located at: http://web.ceo.adl.catholic.edu.au/employees OR: Contact Lucy Brodie Telephone: ☎ 8301 6603 or lucy.brodie@ceo.adl.catholic.edu.au Print off return for your records.</p>
5. (Diocesan schools only) If you are seeking to appoint a non-permanent teacher to a permanent position, have you first sought authorisation by forwarding form TT3 to Personnel Team?	Yes / No	<input type="checkbox"/>	<p>Form is located on CESA Online. Location: Home > CESA Services > Forms and Proformas > Employment Listing > Request for Approval for Permanent Status</p>
6. Have you informed the applicant at interview and at the time of the offer that the position is subject to <u>probation</u> (especially for employees new to Catholic Education)?	Yes / No	<input type="checkbox"/>	<p>Note: Applies to all preferred applicants new to Catholic Education being offered a permanent position Probation period is 2 terms for teachers and 3 working months for ESO's in accordance with the relevant Awards and/or the SA Catholic Schools Enterprise Agreement. 3 months for CEO positions for employees covered by Clerks (SA) Award. For other employees must be reasonable (would not normally exceed 3-6 months).</p>

7. Have you informed the applicant at the interview and at the time of the offer that the offer is subject to the proposed employee satisfactorily meeting the screening requirements required, including a police check prior to commencement and that the applicant may be subject to ongoing police checks at regular intervals as requested throughout his or her employment.	Yes / No	<input type="checkbox"/>	Note: It is not possible to clearly indicate a commencement date due to the need for a police check clearance to be obtained prior to commencing employment. For employees new to Catholic Education, this means that the commencement date will be subject to further notification by the Principal or CEO.
8. Has a current NPC been sighted or a Police Check Consent form been completed and sent to the PCU? OR Has the verified or certified copy of the NPC been delivered/faxed to the PCU?	Yes / No	<input type="checkbox"/>	This applies to all new employees/volunteers . 'New' meaning, new to Catholic Education SA. Note: A Police Check Consent form is used for all staff and volunteers, unless they hold a current NPC. Police Check Process – see Section 3.1 on page 6. This process is the same for both employees and volunteers.
9. Will the preferred applicant be <u>able to start work prior to results</u> of the police check being known?	No	<input type="checkbox"/>	The following clause must be inserted into the Appointment Letter: <i>I am pleased to offer you the position of _____ commencing on a date to be confirmed. This position is subject to a satisfactory police and other screening clearances prior to commencement and to ongoing satisfactory police checks at regular intervals as requested throughout your employment.</i>
10. Has the successful applicant been provided with a <u>letter of appointment</u> ?	Yes / No	<input type="checkbox"/>	Proforma letters are available on CESA Online. Include probationary clause where applicable.
11. Has a suitable <u>induction</u> process been undertaken?	Yes / No	<input type="checkbox"/>	The employee's attention should be particularly drawn to policies, guidelines and procedures and where to locate them. CESA and SACCS policies, guidelines and procedures are available on CESA Online (in CESA Services). See clause 1. of these Procedures.
12. Has <u>mandatory notification</u> training status been established?	Yes / No	<input type="checkbox"/>	CESA's policy is that all staff will be trained in mandatory notification with update training every 3 years. See clause 1. of these Procedures.
13. Employment file is created with this checklist included	Yes / No	<input type="checkbox"/>	

Principals Signature: _____

VOLUNTEERS – Checklist

<p>1. Has the '<u>Volunteer Details form</u>' been completed and filed?</p> <ul style="list-style-type: none"> ◆ This includes the updating of the Occupational Health Safety & Welfare Volunteer Register Form (Doc No 22). 	<p>Yes / No</p>	<input type="checkbox"/>	<p>To be completed and filed at the school for all Volunteers (see Appendix 3) Form is located on CESA Online at http://online.cesaneet.adl.catholic.edu.au/docushare/dsweb/View/Collection-692</p> <p>Ensure that the Volunteers Register Form for OHS&W has been filled in, located at: http://online.cesaneet.adl.catholic.edu.au/docushare/dsweb/Get/Document-7908/22+CESA+Volunteer+proforma.doc</p> <p>Location: Home > CESA Services > OHS&W > SAFETY MANUAL Listing</p>
<p>2. Has the Volunteer <u>referee check</u> been completed?</p>	<p>Yes / No</p>	<input type="checkbox"/>	
<p>3. Have you lodged details for Electronic Screening?</p>	<p>Yes / No</p>	<input type="checkbox"/>	<p>Form found at; http://web.ceo.adl.catholic.edu.au/employees (See Appendix 2)</p> <p>Print off return for your records.</p>
<p>4. Is a <u>Police Check</u> required? See clause 3.3 (for exclusions) and 3.7 (for Volunteers needing police checks) of these Procedures</p>	<p>Yes / No</p>	<input type="checkbox"/>	<p>Police Check Process – See Section 3.1 on page 6. This process is the same for both employees and volunteers</p>
<p>5. Has a suitable <u>induction and training</u> program been undertaken?</p>	<p>Yes / No</p>	<input type="checkbox"/>	<p>Note An induction and training program should include OHSW; all relevant policies, guidelines and procedures; mandatory notification; and first aid (where applicable).</p>

Principals Signature: _____

CONFIDENTIAL TO THE PRINCIPAL
APPLICANT DECLARATION FORM FOR SCHOOL EMPLOYEES

NAME: _____
 ADDRESS: _____
 EMAIL: _____
 TELEPHONE: _____ MOBILE: _____

Teachers Registration No. _____ (Please enclose photocopy of current teachers registration certificate if applicable)

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to each of the questions below, and add your signature. If you opt for a discussion with the Director/Director's delegate rather than answering one or more of the questions. YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.

1. Have you ever been charged with a criminal offence? Yes No
 If yes, please provide details:

2. Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes No
 If yes, please provide details:

3. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? Yes No
 If yes, please provide details:

Evidence of a criminal history, that may be unrelated to any risk of harm to children, will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify Catholic Education S.A. in writing should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.

Signed: _____ Date: _____

OR

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between myself and the Director/Director's delegate.

Signed: _____ Date: _____

OFFICE USE:	
Director's/Delegate's signature: _____	Date: _____
Referred on: _____	Date: _____

Appendix 1B

CONFIDENTIAL TO THE DIRECTOR
APPLICANT DECLARATION FORM FOR CEO EMPLOYEES OR SCHOOL LEADERSHIP POSITIONS

NAME: _____
 ADDRESS: _____
 EMAIL: _____
 TELEPHONE: _____ MOBILE: _____

Teachers Registration No. _____ } (Please enclose photocopy of current teachers registration certificate if applicable)

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to each of the questions below, and add your signature. If you opt for a discussion with the Principal/Principal's delegate rather than answering one or more of the questions. YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.

1. Have you ever been charged with a criminal offence? Yes No
 If yes, please provide details:

2. Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes No
 If yes, please provide details:

3. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? Yes No
 If yes, please provide details:

Evidence of a criminal history, that may be unrelated to any risk of harm to children, will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify the Principal in writing should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.

Signed: _____ Date: _____

OR

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between myself and the Principal/Principal's delegate.

Signed: _____ Date: _____

OFFICE USE:

Principal's signature: _____ Date: _____

Referred on: _____ Date: _____

Appendix 2

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
3. **Login Screen** will appear

Enter

4. 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

5. Enter details for preferred applicant by following every prompt and press the **Apply** button.

You will receive a response on principal's email or by phone within three hours.

***If you experience any difficulties, please contact
Lucy Brodie, Julie Kostiw, Louise Provan
or Geoff Hallion on 8301 6802***



Appendix 3

Volunteer Details Form

***IF NOT KNOWN BY SCHOOL STAFF – PLEASE COMPLETE THIS FORM INCLUDING 2 REFEREES AS SET OUT BELOW**

***IF KNOWN BY SCHOOL STAFF – PLEASE COMPLETE THIS FORM INCLUDING INDIVIDUAL STAFF NAMES**

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 and other 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.)

REFEREES / SCHOOL STAFF NAMED

****Please list school staff in lieu of referees if relevant or supply 2 referees:***

Name: _____

Address: _____

Phone number ☎: _____

Name: _____

Address: _____

Phone number ☎: _____

Signature _____ Date ____ / ____ / 200__

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

ENSURE THAT THE VOLUNTEERS REGISTER FORM FOR OHS&W (DOC 22 OF SAFETY MANUAL) HAS BEEN FILLED IN

Police Check Unit – Office Procedures

(extract from Manual)

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