



Working with Children Check
P-102

1. Policy Statement

Hillsong Church is strongly committed to the protection and wellbeing of all children and young people from all forms of abuse and neglect.

All staff and volunteers that are working with or have contact with children are to undergo the 'Working with Children Check' in accordance with NSW Government legislation through the NSW Commission for Children and Young People.

Hillsong Church requires that new staff and volunteers complete this prior to commencement of duties with children and young people. This is to be read in conjunction with the Hillsong Church Staff Manual.

2. Relevant to

All pastors, staff, students and volunteers.

3. Procedure

The following is a summary of the employment screening process.

1. Identification

- General Manager registers Hillsong Church with the NSW Commission for Children and Young People as the Approved Screening Agency they will use (F-008).
- Hillsong Church management determine which positions in their organisation are classified as "child-related employment".

2. Current Employees

- If a person is already employed in a paid or unpaid position which is child-related, they must complete a Prohibited Employment Declaration and give back to their supervisor (F-009).

3. Recruitment

If a position is child-related:

- Hillsong Church will include information advising that Prohibited Persons are not permitted to apply and that the Working With Children Check will be done for all preferred applicants for employment in paid child-related employment, for ministers of religion and other members of religious organisations in child-related employment;
- Hillsong Church will obtain Prohibited Employment Declarations (F-009) & Employment Screening Consent Forms (F-010) for preferred applicants for paid and unpaid child-related employment;

4. Request for Employment Screening

Upon the preferred applicant being recommended for a position, Hillsong Church:

- submits a request to their Approved Screening Agency for employment screening (F-011); and
- commences referee checks.



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5. Background Checking

The Approved Screening Agency checks:

- relevant criminal records;
- relevant Apprehended Violence Orders; and
- relevant employment proceedings.

6. Verification

- If any information is identified during the checking process, the Approved Screening Agency contacts the preferred applicant to notify them of information gathered. The person verifies whether they are the person to whom the information received relates.

7. Risk Assessment

- If a relevant record is identified during the background check, the Approved Screening Agency undertakes a risk assessment to determine the person's suitability for employment in the position. Approved Screening Agencies discuss the information on record with the applicant.
- Approved Screening Agencies will provide Hillsong Church with a report.

8. Selection

- Hillsong Church management will then decide whether to employ the applicant, taking into consideration the result of the Working With Children Check and other screening checks it has put in place, such as referee checks.

9. Notification

- If the employer decides not to employ an applicant primarily because of an adverse risk assessment from the Working with Children Check, the employer must notify the Commission for Children and Young People.

14. Documentation relevant to this procedure

Employer Registration Form	F-008
Prohibited Employment Declaration	F-009
Employment Screening Consent Form	F-010
Request for Employment Screening	F-011

5. Revision record

Date Issued	Description of Change
February 2006	Issue 1 – Draft
March 2006	Issue 1 - Approved