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	Date Approved: 28/01/2015
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<b>MM HR 513 - WORKING WITH VULNERABLE PEOPLE SCREENING POLICY</b>	

## 1. Purpose

Marymead is committed to a child safe environment. Pre-employment screening has been demonstrated to reduce the risk of harm to vulnerable people by reducing the opportunities for contact between vulnerable people and people who have a history of inappropriate behaviour which may place vulnerable people at risk of abuse or neglect.

## 2. Policy Statement

Marymead will conduct the required background checks prior to the appointment of employee's, volunteers, foster carers and students. (See foster care program procedures for foster carers check requirements)

The following table identifies security checks required for commencement of employment for ACT based staff.

<b>Staff in ACT Programs</b>				
<b>Program</b>	<b>Police Check</b>	<b>CPR Clearance</b>	<b>WWVP</b>	<b>Driving History (if transporting clients)</b>
Disability Programs	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Residential Program	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Contact Program	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
All other staff	<b>X</b>		<b>X</b>	

The following security checks are required for commencement of employment for NSW based staff;

<b>Staff in NSW Programs</b>		
<b>Program</b>	<b>Police Check</b>	<b>NSW WWCC</b>
All NSW Programs	<b>X</b>	<b>X</b>

NSW staff will be required to undergo the required ACT checks if they are engaged in work related activities at an ACT based Marymead site for a period of more than 28 days in an 12 month period.

The Working with Vulnerable People card and NSW Working with Children Check security checks are at the expense of the preferred candidate.

All student placements are required to pay for all appropriate security checks, as follows:

- Working with Vulnerable People card (WWVP);
- NSW Working with Children Check (WWCC); and
- Police Checks.

### 3. Procedures

See Staff Recruitment Policy **MM HR 502** for further guidelines regarding the application of screening process during recruitment.

### 4. Definitions

The following definitions apply to this policy:

**Child Protection Records Check (CPR):** a check required by the ACT Community Services Directorate to ensure employees, volunteers and foster carers can safely care for children and young people.

**Employee:** all Marymead employees, including employees who do not work directly with children.

**Working with Vulnerable People (background check) Act 2011:** (WWVP Act) Office of Regulatory Services (ORS) Background Screening. The registration process will include a National Criminal History check that will include relevant information from a range of agencies including state and territory police and child protection services.

**Police Check:** a national criminal history record check (commonly known as a police check) is a process undertaken by the relevant state/territory police or the Australian Federal Police, which reveals a person's criminal history.

**NSW Working with Children Check:** an authorisation that is in force under the NSW Child Protection (Working with Children) Act 2012 to engage in child-related work. The check involves a national criminal history check and review of reported workplace misconduct.

**Volunteer:** includes those who work at Marymead for no monetary gain.

## 5. References

### Related Policy

Draft Recruitment Policy MM HR 501

### Legislation

ACT Children and Young People Act (2008)

ACT Working with Vulnerable People (Background Checking) Act 2011

NSW Children & Young Persons (Care & Protection) Act 1998

NSW Child Protection (Working with Children) Act 2012

### Standards

Raising the Standard, ACT Government, 3.4 Human Resource Management, 3.4.1 Recruitment, Selection and Appointment.

NSW Out of Home Care Standards, NSW Government, Standard 3 Child Protection.

## 6. Document Control Details

Reviewing and Approving this Policy		
Frequency	Policy Owner	Approval
3 years	Director of Corporate Services	CEO

Policy Review and Version Tracking			
Review	Date Approved	Approved By	Next Review Date
<i>New Policy</i>	27 <sup>th</sup> of August, 2012	Hilary Martin, CEO	27 <sup>th</sup> of August, 2014
<i>Scheduled review</i>	28 <sup>th</sup> of January, 2015	Amanda Tobler, Acting CEO	28 <sup>th</sup> of January, 2018