

WORKPLACE CHARACTERISTICS ASSESSMENT

The following sections are a questionnaire which requires the assessor to choose responses which are consistent with knowledge of the workplace where the applicant will be employed. For the purposes of this assessment, the workplace is any situation in which the applicant will be working while children are present. Some examples are listed below:

- For a teacher the workplace includes classrooms and other situations in the school and away from school (such as sporting venues or excursions) where children are present and the applicant is present doing some aspect of the job as a teacher
- For a person working in an entertainment venue it will include the entertainment areas used by children and any facilities at the premises used by children (eg toilets)

To complete the Workplace Characteristics Assessment you must:

- Choose the response which describes the workplace where the applicant is to be employed
- Tick the box which is adjacent to the correct response
- Circle the corresponding rating (the number in italics) in adjacent cell
- At the end of the assessment add up the ratings to gain a total
- Tick the box which indicates whether this workplace is a high, medium or low risk environment

Person will be working directly with children	Yes	10	<input checked="" type="checkbox"/>	<i>N/A</i> 10 <i>1</i>
	No			

Persons own work does not usually involve children - but children are present in the workplace	Yes	2		<i>N/A</i>
	No			

Persons training for position included information about child development	No	4		
	Yes training for 1 - 5 days	3	<input checked="" type="checkbox"/>	3
	Yes - training for 3 months	2		
	Yes training for 1 year or more	1		<i>1</i>

Persons training for position included information about implementing appropriate behaviour management strategies.	No	4		
	Yes training for 1 - 5 days	3	<input checked="" type="checkbox"/>	3
	Yes - training for 3 months	2		
	Yes training for 1 year or more	1		<i>1</i>

Persons inservice training will include information about child development	No	4	x	4
	Yes at least 1/2 day per annum	3		
	Yes at least 2 days per annum	2		
	Yes more than 2 days per annum	1		

Persons inservice training will include information about implementing appropriate behaviour management strategies	No	4	x	4
	Yes at least 1/2 day per annum	3		
	Yes at least 2 days per annum	2		
	Yes more than 2 days per annum	1		

Ages of children at workplace (select youngest group which will be present)	0 - under 2 years	5	x	5
	2 - under 3 years	4		
	3 - under 6 years	3		
	6 - under 12 years	2		
	12 - under 18 years	1		

*not in workplace
2 children*

Children with disabilities (at least moderate level) are present in the workplace	No	0	x	0
	Yes, less than 10% of time	3		
	Yes, less than 50% of time	4		
	Yes, more than 50% of time	5		

Person may be required to work with children with challenging behaviour	No	0		
	Yes, less than 10% of time	3		
	Yes, less than 50% of time	4		4
	Yes, more than 50% of time	5	x	5

No 1 vol

Persons supervisor will be present in workplace	No	4	x	4
	Yes, less than 50% of time	3		
	Yes, more than 50% of time	2		
	Yes, at all times	1		

Supervision of the person in the workplace will include observation of person's work and direction from a suitably qualified supervisor about person's work practices with children	No	4	x	4
	Less than 1 hour per month	3		
	Yes, 1 -2 hours per month	2		
	Yes, more than 2 hours per month	1		

Other adult staff or parents will be present in workplace	No	4		
	Yes, less than 50% of time	3		
	Yes, more than 50% of time	2	x	2
	Yes, at all times	1		1

Person will be working alone when children present	No	0	x	0
	Sometimes	1		
	Yes, frequently / always	2		

Person would have opportunity to work alone with individual children	No	0	x	0
	Sometimes	1		
	Yes, frequently / always	2		

Person will be providing a service to children in a residential setting	No	0	x	0
	Yes, as part of usual duties	5		
	Yes, but less than 50% of time	2		

Person's duties will include personal care of children (changing, bathing, toileting)	No	0	x	0
	Yes	5		

When the questionnaire is completed, add up the points for each item scored and enter below.

Total 44 points

Assessed level of risk children are exposed to in this workplace

- x High (41 or more points)
- Medium (31 - 40)
- Low (0 - 30)

Name of person in workplace who provided information about its characteristics

LARKINS STEVE

Position CO-ORDINATOR

Assessed by Jan Rasmussen

Signature 

Date assessment completed 7/5/03

OFFENCES WHICH INVOLVE THE SEXUAL ASSAULT OF A CHILD

Offences which are assessed here include offences under Part 3 of the NSW Crimes Act or similar laws from other jurisdictions. These include the offences in the Crimes Act which are specifically against children but may also include other offences where it has been identified that the victim is a child. They also include offences under the Children Care and Protection Act from sections 25 and 26.

Name of Applicant: LARKINS, Steven Andrew

Person was an adult at time alleged offences involving the sexual assault of a child were committed	No	0		
	Yes for one offence	2	x	2
	Yes for two	3		
	Yes for more than two	4		

Note: If person has matters of this nature before Court, person is assessed as a high risk pending outcome of Court proceedings

Person was convicted/charges were proven for an offence which involved the sexual assault of a child and which carried a penalty of 12 months or more imprisonment. (Note persons who have been convicted of an offence of this type may be prohibited people if employment is primarily child-related.)	Yes once	18		
	Yes twice	24		
	Yes more than twice	30		

Person was charged with an offence which was later dropped which involved the sexual assault of a child. (Note persons who have been convicted of an offence of this type may be prohibited people.)	Yes once	2	x	2
	Yes twice	3		
	Yes more than twice	4		

Person was acquitted of an offence which involved the sexual assault of a child. (Note persons who have been convicted of an offence of this type may be prohibited people.)	Yes once	2		
	Yes twice	3		
	Yes more than twice	4		

Person has been charged/acquitted of offences involving the sexual assault of a child which arose out of incidents on different occasions	Charged but charges did not proceed				Acquitted			
	Two occasions	3			Two occasions	3		
	More than two occasions	4			More than two occasions	4		

OFFENCES WHICH INVOLVE THE SEXUAL ASSAULT OF A CHILD

Age difference between person and alleged victims of child sexual assault.	Charged but charges did not proceed				Acquitted			
	Less than 2 years	2				Less than 2 years	2	
2 years to 5 years	3				2 years to 5 years	3		
More than 5 years	4	x	4		More than 5 years	4		

Time elapsed since most recent alleged offences which involved the sexual assault of a child were committed.	Charged but charges did not proceed				Acquitted			
	Less than 2 years	4				Less than 2 years	4	
2 years to 5 years	3	x	3		2 years to 5 years	3		
More than 5 years	1				More than 5 years	1	x	X

For sexual assault of a child, if person charged/acquitted with offences on more than one occasion, time elapsed since oldest alleged offences committed.	Charged but charges did not proceed				Acquitted			
	Less than 2 years	4				Less than 2 years	4	
2 years to 5 years	3				2 years to 5 years	3		
More than 5 years	1				More than 5 years	1	x	*

Total points for this section:

~~18~~ 11.