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DoCS
SCREENING UNIT



**HIGHLY
CONFIDENTIAL**

HUNTER ABORIGINAL CHILDREN'S SERVICES INC
SUITE 3, 292 MAITLAND ROAD
MAYFIELD
NSW 2304
*Attention: Steve Larkins
Private and Confidential*

COPY

Dear Mr. Larkins

Re: Criminal History Screening Check Advice to Authorised Officer/s

Applicant Details: LARKINS STEVEN ANDREW
DOB: 5/5/1966
POB: NEWCASTLE NSW

Previous Names/Aliases:
Nil Known

The Department of Community Services (DoCS) Screening Unit has conducted a risk assessment on the above person in accordance with the *Commission for Children and Young People Act, 1998* (the 'Working with Children Check'). The outcome of the assessment is enclosed with this letter. The criminal history of this person contains no other relevant information.

Should you require further information please contact DoCS Screening Unit on (02) 9716 2199.

Yours sincerely

Helen Priestley
A/Manager
Screening Unit
Department of Community Services

11-11-03



REPORT TO EMPLOYER ON RISK ASSESSMENT

NAME OF APPLICANT FOR EMPLOYMENT:	LARKINS STEVEN ANDREW
DATE OF BIRTH:	5/5/1966
GENDER:	MALE
APPROVED SCREENING AGENCY:	DEPARTMENT OF COMMUNITY SERVICES
NAME OF EMPLOYER:	HUNTER ABORIGINAL CHILDREN SERVICE'S
NAME OF POSITION:	CO-ORDINATOR

This applicant was referred for the 'Working with Children Check'. A Risk Assessment has been undertaken regarding for the position you identified. The risk assessment indicated that there is a "Medium" level of risk associated with employing this applicant in the identified position.

This assessment has considered the nature of the supervision the applicant will receive and the extent and nature of the applicant's contact with children in the position. If these factors change the applicants details should be submitted for reassessment.

This assessment is provided to you in considering the applicant for the position that you identified and should be considered with any other appropriate information when determining the suitability of the person for the position.

It is not possible for detailed information regarding the applicant's background to be provided to you by this office. Should you wish to consider the findings of this report, you may wish to contact the applicant to discuss the reasons for these findings.



It is important that the information contained in this report be maintained in a confidential manner and in a secure place. It is an offence under the *Commission for Children and Young People Act 1998* to inappropriately disclose any information obtained through the Working With Children Check. Consequently, the contents of this report should not be discussed or provided to any person other than the person subject to the checking process or to persons who have legitimate reasons for considering the person's suitability for the position you have identified.

Section 40 of the *Commission for Children and Young People Act 1998* requires employers to notify the Commission for Children and Young People of the name and details of any individual whose application for child-related employment with that employer has been rejected as a result of information obtained in the employment screening process.

Should you not employ the person subject of this assessment based on the information provided, you must notify the Commission for Children and Young People of your decision on the "Rejected Applicants Notification Form" (Attachment 7 in the "working with Children Check - Guidelines for Employers").

A handwritten signature in black ink, which appears to read 'Helen Priestley'. The signature is written in a cursive style and is positioned above the typed name.

Ms. Helen Priestley
Acting Manager
Screening Unit
Department of Community Services

11-11-07