

Attachment 3

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- For those interviewees who are to progress, undertake background/reference checks (referee report) written or verbal. Referee's must be relevant to the position applied for and must be current within a reasonable time frame (the time frame will be determined by Youth Care UPA's Program Manager Representative in the recruitment process in conjunction/or with the knowledge and approval of the UPA Regional Manager
- Select successful applicant/s based on merit
- Offer position to selected applicant/s with a formal 'employment agreement' signed by the UPA Regional Manager
- Record on recruitment data base if the offer was accepted or rejected
- Open staff file with forms all being completed at the time of induction or prior to induction – the office administrative assistant will compile adequate files and collect all relevant data and will then forward the file to the Program Manager for entry onto the computerised payroll system
- The UPA Regional Manager will sign the approval of the appointment of the new employee on 'Part A' of the staff information form, without this signature the new employee cannot be recorded onto the payroll system
- Ensure the employee is provided with the appropriate documentation – employee behaviour standards, WH&S, administrative, youth worker orientation checklists, place signed 'employee behaviour standards declaration' in the newly created staff file
- Record on recruitment data base the start/employment date
- Attach a copy of the position vacant advertisement, the job package and the completed recruitment data base onto a title page document which records the position advertised and the date of recruitment drive and file in the drop down files under RECRUITMENT.

Child Protection Processes

The steps outlined below are to be followed prior to employment:

- Position vacant involving child related employment with relevant information is to be compiled (see above)
- Recruitment/selection process completed to the point where a preferred applicant is identified
- Applicants are required to sign a Prohibited Employment Declaration
- Applicants are required to satisfactorily complete a National Police Criminal Check
- Applicant submits the details of two work referees; employer undertakes their own referee/probity checks on preferred applicant
- Applicant is required to consent to and complete a UPA Health Care Assessment
- Applicant is required to consent to and undergo UPA Psychometric and Aptitude Testing

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- Applicants are required to satisfactorily complete a NSW Working With Children Check (WWCC); employer obtains WWCC number and checks this on the WWCC system
- Approved screening agency submits employee details to commission for Children and Young People for background checking

Commission for Children and Young People checks for:

- the relevant criminal record checks
- relevant apprehended violence order records
- relevant employment proceedings
- Approved screening agency coordinates information and provides result to employer
- Returned checks form part of the candidates staff file

Did screening identify any issue, which require risk assessment?

No

Employment offered, based on information received from their cited referees or from approved agency probity and referee checks.

Yes

- Risk assessment is undertaken by approved screening agency and outcome is provided to employer.
- Employer decides whether to offer employment based on Prohibited Employment Declaration, screening outcome and their own referee and probity checks.
- If employment is not offered as a consequence of information provided by the Working With Children Check, the employer must notify the Commission.

Identification of the Applicant - Preferred applicants must provide documentation which supports their true identity. To assist in the process of identification the applicants should provide one document from each of the following two lists:

List 1

- A current driver's licence (Photo licence) issued within Australia
- A full birth certificate (showing parental details)
- A current Australian passport or Document of Identity issued by the Australian Passport Office; or either of these documents may have expired within the last two years
- A current passport from another country
- An Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural Affairs