

ATTACHMENT 1

WORKING WITH CHILDREN CHECK SUMMARY



The following is a summary of the employment screening process.

STEP 1 IDENTIFICATION

Employers determine which Approved Screening Agency they will use and register with that organisation.

Employers determine which positions in their organisation are classified as “child-related employment”.

STEP 2 CURRENT EMPLOYEES

If a person is already employed in a **paid** or **unpaid** position which is child-related, the employer must seek a Prohibited Employment Declaration from the employee.

STEP 3 RECRUITMENT

If a position is child-related:

- employers 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, child-related work involving foster care (authorised care) and for ministers of religion and other members of religious organisations in child-related employment;
- employers obtain Prohibited Employment Declarations for preferred applicants for paid and unpaid child-related employment;
- employers obtain consent to employment screening from preferred applicants for paid child-related positions, for child-related work involving foster care (authorised care) and for ministers of religion and other members of religious organisations involved in child-related employment.

STEP 4 REQUEST FOR EMPLOYMENT SCREENING

Upon the preferred applicant being recommended for a position, the employer:

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

STEP 5 BACKGROUND CHECKING

The Approved Screening Agency checks:

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

STEP 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.

ATTACHMENT 1 (CONTINUED)

STEP 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 provide the employer with a report.



STEP 8 SELECTION

The employer decides 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.

STEP 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.