

Employment Clearance for Working with Children Policy Essential Knowledge

Policy Description

The purpose of this policy is to promote the safety and wellbeing of children. It provides guidelines for requesting, providing and responding to the requirements for employment clearances and training for working with children.

Who must comply?

Carclew Board members and staff employed on a full/part time, contract, casual, agent, unpaid and voluntary basis (staff, artists, tutors, agents, volunteers) and residents.

What do I need?

Relevant History Screen

- If you are Carclew staff member, Carclew Board member, Artist (contractor) or volunteer engaged with Carclew to work with or in the close proximity of children; or in and with SA schools you are required to undertake a **Child-Related Employment Screening with DCSI**.
- If you are a volunteer working on Carclew programs you are able to undertake a **VOAN National Police Clearance with SA Police**. Please contact the Manager, Finance & Operations at Carclew for more information.

The cost of undertaking a relevant history screening is the responsibility of the applicant.

Responding to Abuse and Neglect – Education Care (RAN-EC)

- If you are Carclew staff member, and/or are engaged with Carclew to work in and with SA schools you are required to undertake the current full day RAN-EC training.
- If you are an Artist (contractor), tutor assistant, resident or volunteer working with Carclew with or in the close proximity of children you must:
 - read the 'Child Safe environments: Guidelines for mandated notifiers and information for organisations'; and,
 - complete the free online SMART (Strategies for Managing Abuse Related Trauma) training prior to your start date.

A representative of Carclew must:

- Comply with the Employment Clearance for Working with Children Policy.
- Undergo the relevant employment clearance requirements as outlined in this Policy.
- Provide current and correct documentation to Carclew for sighting prior to your engagement.

Contact

Carclew
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Employment Clearance for Working with Children Policy

1. Background

The *Children's Protection Act 1993* requires organisations providing certain services to children create and maintain a child safe environment. In this context, a child safe environment is one which protects children from abuse and harm. Also included is the requirement under the law for certain people to report suspected abuse and neglect.

It is Carclew's Policy to request a relevant history screening on employees, contractors, volunteers and residents who are working with children.

Carclew is committed to child protection and ensures that the correct training about child protection responsibilities has been completed prior to working with or in the close proximity of children; or within a South Australian government educational site and service.

Carclew is recognised as a Child Safe Environment organisation with the Department for Education and Child Development.

2. Purpose

Carclew is committed to the fundamental legal and moral responsibilities of ensuring the safety and wellbeing of all children participating in its programs. This policy has been developed with reference to the *Children's Protection Act 1993*.

The purpose of this policy is to promote the safety and wellbeing of children; and to set out guidelines for requesting, providing and responding to clearance requirements.

3. Scope

Carclew requires all Board members, staff employed on full/part time, contract, casual, agent, residents, unpaid and voluntary basis who have contact with children, work in close proximity and/or has access to their records on a regular basis to show evidence of the relevant employment clearance every three years. In addition, Carclew ensures that the correct child protection training has been completed prior to working with or in the close proximity of children; or within a South Australian government educational site and service.

4. Definitions

VOAN: Volunteer Organisation Authorisation Number

DECD: Department for Education and Child Development

DCSI: Department for Communities and Social Inclusion

SAPOL: South Australian Police

NPC: National Police Certificate also referred to as a Police Record Check

APP: Australian Privacy Principles

Relevant History Screening: Child-Related Employment Screening or National Police Clearance.

RAN-EC: Responding to Abuse and Neglect – Education Care

5. Relevant History Screening

All Carclew employees, Board members, contractors, volunteers and residents 18 years or over are required to show evidence of a current relevant history screening, which will be considered current for a maximum of three years, from the date of issue.

The Chief Executive, Carclew, and/or relevant Program Manager must sight satisfactory and current documentation prior to appointment or contract renewal. Under the *State Records Act 1997 - General Disposal Schedule for Records Management*, Carclew will only view and make a record of sighting the document, decision made (in relation to appointment/engagement) and the reasons why, if required.

People convicted of any offence involving violence, neglect or any sexual offence against adults or children will not be engaged in paid or voluntary roles with Carclew, regardless of the time that has elapsed since the offence. A criminal history, not relating to offences against children or old convictions will not necessarily preclude a person from paid or unpaid employment with Carclew. However, a person who refuses to undergo or provide documentation of the relevant history screening will not be considered for any position with the organisation.

External long and short-term contractors may be required to undertake the relevant screening. Prior to being offered a contract each contractor will be asked if they have the required clearance. If not, it is the responsibility of the Chief Executive and/or the Manager, Finance and Operations, to assess the appointment based on the regularity and proximity of their contract with children/young people. Preference will be given to contractors with the relevant clearance.

All information contained in sighted documentation will be treated as private and confidential as per the *South Australian Public Sector Employees Code of Conduct March 2009, Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth), Australian Privacy Principles and Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment. For further information please refer to Privacy Policy.*

A documented procedure for undertaking the relevant clearance is available to any prospective Carclew employee, contractor and resident volunteer over 18 years of age. *For further information please refer to Employment Clearance for Working with Children Procedure.*

5.1 What do I need?

Evidence of a current Employment Clearance for Working with Children is an essential requirement of your work with Carclew unless otherwise determined. Please refer to the following information to ascertain which clearance you will need.

Child-Related Employment Screening (DCSI)

Applies to: Artists (contractors) working in and with SA schools, Carclew staff and Carclew Board members.

It is a requirement of Carclew and/or the Department for Education and Child Development (DECD) that all artists, engaged to work in South Australian schools, Carclew staff and Carclew Board members show evidence of a current Child-Related Employment Screening through the Department for Communities and Social Inclusion (DCSI) Screening Unit.

You can find out more information and download the appropriate form by going to the DCSI website at www.dcsi.sa.gov.au/services/screening

The cost of undertaking a DCSI Child-Related Employment Screening will be borne by the artist (contractor), incumbent, prospective employee or Board member.

Volunteers

It is a requirement of Carclew that all volunteers, engaged to work on Carclew programs show evidence of a current National Police Clearance through South Australia Police (SAPOL) or DCSI screening.

Carclew holds a Volunteer Organisation Authorisation Number (VOAN), which entitles all volunteers working with Carclew to obtain the relevant clearance at no cost to the volunteer or organisation. Please contact the Manager, Finance & Operations at Carclew for more information.

6. Responding to Abuse and Neglect Training

Carclew is committed to child protection and promoting the safety and wellbeing of children. If you work with children by law you are a 'mandated notifier' and you must be aware of your role and responsibilities to report and respond appropriately to suspected abuse and neglect. Likewise, the Department of Education and Child Development (DECD) have specific requirements for a person who works or volunteers with children and young people on department sites. DECD site leaders will only contract third party providers who make sure their staff and volunteers have the correct and current training.

Employees

Carclew is committed to child protection and provides the full day Responding to Abuse and Neglect – Education and Care (RAN-EC) training for all core employees. This training is accepted by DECD. Staff are required to update as required via the online refresher course. *For further information please refer to Employment Clearance for Working with Children Procedure.*

Employees have a responsibility to ensure that when in the planning phase of projects to be aware of the requirements of working with children. Artists and volunteers must meet the requirements prior to contracting.

Artists

All Carclew artists who work with or within the close proximity of children and young people are required to read the 'Child Safe environments: Guidelines for mandated notifiers and information for organisations' and complete the free online SMART (Strategies for Managing Abuse Related Trauma) training prior to their start date. *For further information please refer to Employment Clearance for Working with Children Procedure.*

If a contracted Carclew artist or third party person is engaged for the purpose to work within a departmental school or services they must complete the full one day RAN-EC training. *For further information please refer to Employment Clearance for Working with Children Procedure.*

Volunteers

All Carclew's ongoing volunteers, who work within the close proximity of children and young people are required to read the 'Child Safe environments: Guidelines for mandated notifiers and information for organisations' and complete the free online SMART (Strategies for Managing Abuse Related Trauma) training prior to their start date. *For further information please refer to Employment Clearance for Working with Children Procedure.*

DECD have specific requirements for volunteers from third party providers. Carclew is responsible for providing a RAN-EC Induction to our volunteers if they are working with South Australian educational site and services. Staff within DECD education offices are

approved to provide the Volunteer RAN-EC Induction and the site leader can advise of these details.

7. Procedures Title

Employment Clearance for Working with Children Procedure

8. Responsibility for implementation

All staff members, contractors, residents and volunteers must provide evidence of the relevant clearance prior to their engagement with Carclew.

9. Policy Status

Created: July 2010

Endorsed: 15 July 2010

Reviewed: 6 October 2010 to update information in relation to VOAN & external contractors. 28 February 2014 to update information relating to relevant clearances and again on 21 February 2015. 6 March 2017, 25 October 2017

Next Review Date: 25 October 2019

10. Key Stakeholders

Carclew Board, staff and clients.

11. Approval Body

Carclew Strategic Team: 14 July 2010

12. Endorsement Body

Carclew Board: 15 July 2010

13. Legislation

Children's Protection Act 1993

Children's Protection Regulations 2010

South Australian Public Sector Employees Code of Conduct March 2009

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

Australian Privacy Principles

State Records Act 1997 - General Disposal Schedule for Records Management

14. Related Policies / documents

Child Safe Environments: Guidelines for mandated notifiers and information for organisations

Protective practices for staff in their interactions with children and young people

Carclew Employment Requirements fact sheet

Code of Conduct / Duty of Care Policy

Child Safe Environment Policy and Procedure

Grievance Policy and Procedure

15. Date effective

This Policy is effective as of 15 July 2010

16. Next Review Date

This Policy is due for review 25 October 2019.

This Policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

17. Policy Author

Chief Executive, Carclew

18. Contact

Policy Administration Officer, Carclew

Acknowledgment

In developing this policy Carclew has drawn on resources prepared by Department for Child Protection, SA Police (SAPOL), Department for Education and Child Development (DECD) and the Department for Communities and Social Inclusion (DCSI).

Disclaimer

This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.