

1. Policy Title

Employment Clearance for Working with Children

2. Preamble

The *Children's Protection Act 1993* requires organisations providing certain services to children create and maintain a child safe environment. Carclew is officially recognised as a Child Safe Environment organisation with the Department for Communities and Social Inclusion.

Carclew is committed to promoting the safety and wellbeing of children, therefore requiring all recommended applicants for positions, existing staff, artists and volunteers who have contact with children or work in close proximity to children on a regular basis undergo the appropriate employment clearance screening every three years.

Carclew also 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.

3. Definitions

DCSI: Department for Communities and Social Inclusion

DECD: Department for Education and Child Development

VOAN: Volunteer Organisation Authorisation Number

SAPOL: South Australian Police

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

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

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

4. Employment Requirements

Evidence of a relevant history screening is an essential requirement of your work with Carclew. Please see, below the procedures for the three types of processes depending on your engagement/employment with Carclew and as detailed in the Policy document.

Evidence of completing the correct training about your child protection responsibilities may be an essential requirement of your work with Carclew. Please see, below the procedures for the process depending on your engagement/employment with Carclew and as detailed in the Policy document.

5. Obtaining a Child-Related Employment Screening (DCSI)

In South Australia, relevant history screening is an organisation-driven process. The employer organisation will initiate the application process via <https://www.dcsiscreening.sa.gov.au/>. To initiate the application Carclew will need the applicant's full name, current email address and date of birth.

Once the organisation has created an application the applicant will receive an email from the DCSI Screening Unit requesting that the applicant activate their account to access their application.

After the applicant has activated their account a second email will be forwarded providing login instructions. The applicant can logon, update their password and complete their application online. Information required to complete the form include questions in relation to the applicants personal and current contact details, previous name/s and addresses,

confirming the details of employment and completing a declaration and consent to obtain personal information. Further information can be viewed at <http://screening.dcsi.sa.gov.au/screening-process/how-to-apply/apply-online>

There are three options for identity document verification:

1. Online verification using the Document Verification Service (DVS). For more information visit: <http://www.dvs.gov.au/Pages/default.aspx>

Please note: Applicants must have a current passport, travel document, birth certificate or Australian Citizenship papers and a current Australian Driver's license to access this option.

2. Applicant can produce documents to an organisation's Verifying Officer who then completes the process online.
3. Print and verify using an independent Verifying Officer. The applicant prints their application form and then takes this together with their original identity documents to an independent Verifying Officer. They then post in the completed application form to the DCSI Screening Unit.

Once the applicants identity has been identified the applicant will be required to logon and pay for the clearance.

The DCSI clearance will be processed, usually within 30 business days. You will need to provide the original documentation/certificate to Carclew to sight prior to beginning employment. A copy will not be kept on file. Carclew will only view the relevant history screening and make a record of sighting the document (usually on an employment contract).

6. Obtaining a National Police Certificate for the purpose of working with children

The following procedures will assist staff with obtaining a National Police Certificate (NPC) for volunteers.

6.1 Process for Volunteers obtaining a NPC for the purpose of working with children

- 6.1.1 Go to the NPC page of the SAPOL website using the following link:

<https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

- 6.1.2 You can complete the form online by clicking on the link; however, you need to be using Mozilla Firefox or google Chrome to use the online form.
- 6.1.3 To complete the form hard copy click on the 'download this application form' Print, complete and return the form to your nearest Police Station.

NB: you must check the Category **Working with Children/Vulnerable Groups**. A National Police Certificate that does not indicate clearance to work with children will not be accepted.

You must also write in the space provided

Working with Children – Youth Arts

- 6.1.4 If completing online save and print the completed form. (Please note, the form will not print unless mandatory fields have been completed. Data entered into the form cannot be saved.)
- 6.1.5 Take the completed form, along with originals and copies of identification documents to your nearest Police Station for certification.
- 6.1.6 Bring your certified NPC to Carclew and give to an authorised VOAN Officer for endorsement. Authorised Officers are the Chief Executive, Manager Finance and Operations and/or Senior Program Manager.

- 6.1.7 The organisation's VOAN number and authorised officer's original signature must be provided on the application form (in blue pen).
- 6.1.8 The authorised officer will need to log this information onto the Carclew VOAN Register in the Administration office. Please see the Manager, Finance and Operations.
- 6.1.9 The organisation will send the application form to the Records Release Unit via mail: Records Release Unit, SA Police, GPO Box 1539, ADELAIDE, SA, 5001.
- 6.1.10 SAPOL receives the application, completes the check and produces the NPC.
- 6.1.11 The volunteer's NPC will be sent to the applicant's nominated address.
- 6.1.12 The volunteer will need to provide the original NPC to Carclew to sight prior to beginning their volunteer work. A copy will not be kept on file. Carclew will only view the relevant history screening and make a record of sighting the document, decision made (in relation to appointment/engagement) and accepting the reasons why, if required.

7. 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 be aware of your role and responsibilities to report and respond appropriately to suspected abuse and neglect.

7.1 Carclew Employees

All core staff are required to complete the full one day face to face Responding to Abuse and Neglect – Education Care training prior to their employment start date. For information about approved RAN-EC training and providers visit <https://www.decd.sa.gov.au/working-decd/ran-ec-training/approved-training-organisations-ran-ec-full-day-training>

7.2 Carclew Artists

Working on Carclew projects (not within SA schools or sites)

- Carclew artists working with or in the close proximity of children, who have not completed the full day RAN-EC Training 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 the project start date.
- The 'Child Safe Environments: Guidelines for mandated notifiers and information for organisations' can be accessed <https://www.decd.sa.gov.au/doc/child-safe-environments-guidelines-mandated-notifiers-and-information-organisations> or a copy can be obtained from Administration.
- The online SMART session for volunteers can be accessed: <http://www.childhood.org.au/for-professionals/smart-online-training>
- After clicking on the link you will need to register a new account prior to being able to complete the training. Ensure you select 'Non DECD Staff'.
- You will need to work through all 11 modules, and cannot proceed to the next until you have completed all of the module before. You can leave the module at any time and it automatically save to where you left off.
- Upon completion of the online SMART session a certificate of completion is provided. This certificate must be printed and provided to Carclew to sight and record.

Working on Carclew projects (in or with SA schools or sites)

- Carclew artists working within a South Australian government educational site and service must complete the correct one day face to face RAN-EC training prior to the project start date.
- It is Carclew's responsibility to ensure that artist/s contracted for projects including where delivery is within a South Australian departmental school or site that the RAN-EC requirements have been met.
- The coordination and cost of attending the RAN-EC training is the responsibility of the artist/s.

7.3 Carclew Volunteers

Volunteering on Carclew projects (not within SA schools or sites)

- Carclew volunteers working with or in the close proximity of children 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 the project start date.
- The 'Child Safe Environments: Guidelines for mandated notifiers and information for organisations' can be accessed <https://www.decd.sa.gov.au/doc/child-safe-environments-guidelines-mandated-notifiers-and-information-organisations> or a copy can be obtained from Administration.
- The online SMART session for volunteers can be accessed: <http://www.childhood.org.au/for-professionals/smart-online-training>
- After clicking on the link you will need to register a new account prior to being able to complete the training. Ensure you select 'Non DECD Staff'.
- You will need to work through all 11 modules, and cannot proceed to the next until you have completed all of the module before. You can leave the module at any time and it automatically save to where you left off.
- Upon completion of the online SMART session a certificate of completion is provided. This certificate must be printed and provided to Carclew to sight and record.

Volunteering on Carclew projects (in or with SA schools or sites)

- Carclew volunteers working within a South Australian educational site or service must have completed the correct RAN-EC Induction prior to the project start date.
- It is Carclew's responsibility to ensure that volunteers engaged to assist with projects including where delivery is within a South Australian departmental school or site that the RAN-EC requirements have been met.
- Staff within DECD education offices are approved to provide the Volunteer RAN-EC Induction and the site leader can advise of these details.

7.4 RAN-EC Online Update

All staff are required to update their RAN-EC training, as required. The online update training is a compulsory update course for personnel in education and care settings who have completed the full day RAN-EC training.

- 7.4.1 The online can be found on the Department for Education and Child Development website <https://www.decd.sa.gov.au/working-decd/ran-ec-training/ran-ec-2015-2017-online-update-training>
- 7.4.2 Before starting the update training ensure you have access to the supporting documents found at the link above.
- 7.4.3 Once you have all the information required to complete the online training click on the link 'Non-DECD personnel'. This link will take you directly to the online training.
- 7.4.4 You will need to create an account by completed the require fields and accepting the terms of use to access the update.
- 7.4.5 Upon completion of the training, you will be issued with a certificate.

7.4.6 Provide the certificate to Carclew Administration for sighting and recording the expiry date.

8. Legislation

- Employment Clearance for Working with Children Policy
- Code of Conduct
- *Children's Protection Act 1993*
- *Children's Protection Regulations 2010*
- The South Australian *Public Sector Act 2009*
- *South Australian Public Sector Employees Code of Conduct March 2009*
- *Commissioner for Public Employment Ethical Conduct Guideline 2001*
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)*
- *Australian Privacy Principles*
- *State Records Act 1997 - General Disposal Schedule for Records Management*

9. Additional Information

Further information can be found on the Department for Communities and Social Inclusion website <https://screening.dcsi.sa.gov.au/screening-process/how-to-apply>, South Australian Police website <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>, Department for Education and Child Development <https://www.decd.sa.gov.au/working-decd/relevant-history-screening> and <https://www.decd.sa.gov.au/working-decd/ran-ec-training>