

Screening and suitability – child safety procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Scope

This procedure applies to all persons engaged with or participating in a department site, service or activity, or providing a service to a department site or to a child or young person, including:

- Department for Education employees
- volunteers

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Contents

Screening and suitability – child safety procedure	1
Overview.....	1
Scope	1
Detail	4
Working with children check – Department for Education personnel.....	4
Working with children check – members of site governing councils and their employees.....	4
Suitability considerations	4
Roles and responsibilities	6

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working with children check.....	10
Supporting information.....	10
Related legislation.....	10
Related policies.....	10
Record history.....	11
Approvals.....	11
Revision record.....	11
Contact.....	12

Detail

Working with children check – Department for Education personnel

Under the [Working with Children Act 2006](#), a person must not work with children or undertake child-related work (as those terms are defined in that Act) unless a working with children check has been conducted in relation to that person within the preceding 5 years and their suitability confirmed.

In accordance with this Act, departmental staff who are employed at an education or care service **must** have a valid working with children check.

In addition, the Department for Education as a matter of policy requires **all staff engaged by the department to have a valid working with children check** whether required to under the [Working with Children Act 2006](#) or not, subject to the requirements of the [screening and suitability policy \(PDF 217KB\)](#).

Working with children check – members of site governing councils and their employees

Governing council members and employees must have a valid working with children check (refer to the School Governance Administrative Instruction). **(This new requirement will be mandatory from 1 January 2024.)**

Suitability considerations

An assessment of suitability must be undertaken in addition to the requirement to hold a working with children check to allow the department to determine whether it is appropriate for the person to work with children.

Suitability assessments are not automatically transferable across sites or services. Suitability may need to be reconsidered at a change of role or assignment.

Changes to department screening and suitability policy and procedure requirements must be applied to existing people engaged with department sites or services where legislation or contracts of engagement allow.

Third party contractors must disclose any allegation, arrest charge, or conviction for offences as specified in the relevant agreement.


Information that suggests a person poses a risk to the safety of children and young people must be responded to as soon as that information is known.

The investigation and use of information relating to unsuitability must occur in a manner that respects the person's right to procedural fairness.

on 'approved panels' is contingent on meeting this procedure's requirements and approval to provide home-

may be considered a breach of conduct standards relevant to a person's role, including but not limited to a breach of a requirement of employment, a contract, an agreement, a department policy, a professional code or a child safety code of conduct.

screening

A current working with children check under the 

site/service leader

The individual with ultimate responsibility for adults and/or children and young people engaged with or participating in a department site or service, or providing a service to a department site or to a child or young person.

site/service users

Includes persons or groups hiring department facilities, persons belonging to community groups meeting on department sites, persons undertaking research involving department sites/services, persons enrolling as an adult student at department sites, persons undertaking observation or placement as a tertiary student or university supervisor and adults residing at a department site/service.

suitability

The establishment of confidence that a person has the required experience and the emotional, physical, intellectual and ethical capacity to be engaged with or participating in a department site or service, or

volunteer

A suitable individual who has been accepted to willingly engage, share their skills and experiences, without payment (other than reimbursement of approved out-of-

[Protective practices for staff in their interactions with children and young people guidelines for staff working or volunteering in education or care settings \(PDF 3.2MB\)](#)

[Safeguarding children and young people policy \(PDF 826KB\)](#)

[Screening and suitability – child safety policy \(PDF 217KB\)](#)

[Volunteer policy \(PDF 204KB\)](#)

[Volunteer procedure for schools, preschools and care settings \(PDF 290KB\)](#)

Record history

Published date: October 2023

Approvals

OP number: 233

File number: DE22/07041

Status: approved

Version: 2.0

Policy Officer: Senior Adviser to the Deputy Chief Executive, Strategy and Corporate Services

Policy sponsor: Deputy Chief Executive, Strategy and Corporate Services

Responsible Executive Director: Deputy Chief Executive, Strategy and Corporate Services

Approved by: Deputy Chief Executive, Strategy and Corporate Services

Approved date: 11 September 2023

Next review date: 11 September 2026

Revision record

Version: 2.0

Approved by: Deputy Chief Executive, Strategy and Corporate Services

Approved date: 11 September 2023

Review date: 11 September 2026

Amendment(s): Rewritten in line with the [Child Protection in Education and Early Childhood Services Policy](#) which commenced in 2019, and subsequent policy decisions by the senior executive. Policy now requires WWCC for all governing council members.

Version: 1.4

Approved by: Chief Operating Officer

Approved date: 1 December 2021

Review date: 1 December 2024

Amendment(s): Hyperlinks to the child safe environments webpages removed and replaced with a link to the 'child protection in education and early childhood services policy'.

Version: 1.3

Approved by: Chief Operating Officer

Approved date: 31 July 2020

Review date: 12 December 2021

Amendment(s): Review date extended until 12 December 2021 to allow time for legislative changes to the Regulations to occur.

Version: 1.2

Approved by: A/Director, Early Childhood Services

Approved date: 17 May 2019

Review date: 30 June 2019

Amendment(s): N