What type of screening is required for an employee/volunteer?

Refer to relevant job/volunteer role statements/descriptions and consider the list duties that are inherent to the (work or volunteer) role. Use this flowchart to determine whether screening is required, and if so, what type. In some cases a National Police Certificate (obtained through SAPOL) may be suitable.

Note: More than one type of screening may be required.

Government of South Australia
Department of Human Services

Child-related Screening

Is the role a 'prescribed position' under the Act?

Relevant legislation: Children's Protection Act 1993 and Children's Protection Regulations 2010

Are you a 'responsible authority' under Section 8b of the Act?

Child-related screening may be required for a 'prescribed position', which is a person is engaged in:

- Regular contact with children, or working in close proximity to children on a regular basis, unless the contact or work is directly supervised at all times; or
- Supervision or management of persons in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis; or
- Access to records of a kind prescribed by regulation relating to children; or
- Functions of a type prescribed by regulation (see Regulation 10).

No

Yes

Aged Care Sector Screening

Is the organisation funded by the Commonwealth under the Aged Care Act 1997 (Cwlth)?

Relevant legislation: Aged Care Act 1997 (Cwlth) and Aged Care Accountability Principles 2014 (Cwlth)

Aged care screening may be required for:

- Key organisational personnel in Commonwealth-funded aged care services;
- Employees and contractors **providing care** (including staff employed, hired, retained or contracted to provide services, whether in a residential aged care setting, community setting or in the service recipient's own home);
- **Allied health professionals** contracted to provide care services;
- Kitchen, cleaning, laundry, garden and office personnel employed by the service provider either directly or through a contract agency; and
- Consultants, trainers and advisors for accreditation support or systems improvement, who are under the control of the approved provide.

No

Yes

Disability Service Sector Screening

Is the person or volunteer in a 'prescribed position' in a prescribed disability service provider, as defined by the Act?

Relevant legislation: Disability Services Act 1993 and Disability Services (Assessment of Relevant History) Regulations 2014

Disability services sector screening may be required for a 'prescribed position' if the person (work or volunteer role) is engaged in:

- Regular contact with people with disability or working in close proximity to people with disability on a regular basis, unless the contact or work is directly supervised at all times; or
- Supervision or management of people in positions requiring or involving regular contact with people with disability or working in close proximity to people with disability on a regular basis; or
- Access to records of a kind prescribed by regulation relating to people with disability.

No

Yes

Screening checks where there are no legislative or regulatory requirements

There is no legislative or regulatory requirement for a person to undergo either an employment probity or vulnerable person related check. However, an organisation may require this screening as part of its organisational policies or as a condition of employment. Refer to our website (www.screening.dhs.sa.gov.au) for more information about vulnerable person screening and general employment probity.

These are also not required if other types of screening (above) have been conducted.

Vulnerable person related employment screening may be suitable, for example, the following circumstances:

- IT technicians with access to files regarding vulnerable people
- Volunteers in aged care facilities that do not fall under the Commonwealth *Aged Care Act 1997.*

General employment probity screening involves a risk assessment of relevant criminal history. If there is a current clearance for any of the other types of screening, such as vulnerable person or aged care screening, there is no need to have a general employment probity clearance as well.

No legislative or regulatory requirement for screening

Other requirements for screening may be applicable:

There may be a contract, funding or service agreement, or organisational policy that places an obligation on the organisation to screen (as specified in a contract or condition of employment).

Refer to any relevant contracts, funding or service agreements or human resources policies that apply.

Police Certificate:

If documentation of any criminal history is required, a National Police Certificate may be obtained from SAPOL.

Legislative requirement for screening

Must have a relevant screening assessment, unless an exemption applies (refer to the regulations)
Organisations can conduct their own assessments

Legislative requirement for screening
Must have a relevant DHS screening assessment

Is there a current clearance?
If the person has a current clearance with six or more months left to run, they do not need to be rescreened. Renewal applications should be lodged when the applicant has **six months or less** left to go on their current clearance.

Is more frequent screening required? In some cases there an organisational policy requiring screening more than once every three years.

Reviewed March 2018