

SCREENING ASSESSMENT

SCOPE OF APPLICATION

This policy is applicable to the following entities:

- Tyndale Christian School Inc
- Tyndale Christian School – Strathalbyn Inc
- Tyndale Christian School – Murray Bridge Inc

INTERPRETATION

Within this policy, unless specifically defined otherwise, the following terms shall have these meanings:

School or schools – shall mean all or any one of the Tyndale schools.

Immediate Responsible Officer – the immediate person that employee reports to and may also be an Executive Member.

INTRODUCTION / BACKGROUND

Tyndale Christian School undertakes pre-employment and ongoing screening as part of a range of actions to maintain a child safe environment and safeguard the organisation from various potential risks.

People working or volunteering with children in South Australia must, by law, have a working with children check. Additional screening assessments are decisions made by the School about whether a person is suitable for a particular role in the school.

Any reference in school documentation to a 'suitable screening assessment' is subject to the provisions of this policy.

POLICY

All employees must have a valid Working with Children Check as issued by the Department of Human Services (or a valid predecessor accepted by the Department of Human Services). Working with Children Checks must also be provided by identified non-employees (e.g. volunteers, contactors, visitors), as detailed in the relevant procedures.

Additional requirements for specified roles will be determined on a case-by-case basis.

PROCEDURES

For teachers

A valid Working with Children Check is a requirement of employment and registration for Teachers. From 2020, all teachers registering or re-registering with the Teachers Registration Board of South Australia (TRB) must provide the School with a copy of their Working with Children Check in addition to their Teachers Registration. Records relating to both will be maintained and monitored by the school. A valid teachers registration certificate (issued by the TRB) only is sufficient for registration expiring in 2021 or 2022.

Any teacher who is unable to provide a valid Working with Children Check (or Teachers Registration expiring in 2021 or 2022) will be placed on Leave Without Pay, or have their employment or engagement

put on hold, until such time as a this is received. If evidence cannot be provided, the School will terminate the employment or engagement of the person.

For Support and Administration Staff

A valid Working with Children Check is a requirement for all Support and Administration Staff, or equivalent accepted by the Department of Human Services. Records will be maintained and monitored by the school.

For existing employees, the School will initiate the application 4-5 months prior to a current clearance expiry. Employees must action this as soon as possible and no less than 12 weeks prior to the existing clearance's expiry. If an employee does not complete their application 12 weeks prior to an expiration date and their WWCC is not received by the date of expiry, they will be required to be on leave without pay.

New employees or casual employees will be required to obtain their own Working with Children Check prior to employment / engagement. Employment / engagement will be put on hold until such time as clearance is received. If evidence cannot be provided, the School will terminate the employment of the person.

If an employee has a Working with Children Check for volunteering and they start paid work with the School, they will need to upgrade their current check. The Department of Human Services requires that this is actioned within 28 days of starting the paid work if the paid work will be for more than seven days in a calendar year.

National Police Clearances

In addition to the above requirements, the School may determine that a National Police Clearance is a requirement for specified roles. Clearance frequency and responsibility for cost will be determined on a case-by-case basis.

Other forms of screening

- Employees
Employees shall be screened based on character and professional references, as per policy *H2.01 Employment* and *H2.02 Employment Policy - Casual Staff* and will also be screened based on advice from the Association of Independent Schools of South Australia.
- Volunteers
Volunteers shall be screened based on character and any relevant professional references, as per policy V1.01 Volunteers. Volunteers must also hold a valid Working with Children Check, or equivalent accepted by the Department of Human Services.

Summary of WWCC requirements for specific groups

ROLE OR GROUP	WWCC REQUIRED?	NOTES / CONDITIONS
Existing and new Tyndale teachers, including relief teachers (includes permanent and contract teachers)	Yes	This requirement is being implemented from 2020. As such, teachers with a Registration Certificate expiring in 2020 are required to re-register with a WWCC. Teachers with a Registration Certificate expiring in 2021 or 2022 will be required to get a WWCC only when they are due to re-register. WWCCs should be provided to the school in addition to a new Teachers Registration Certificate.
Visiting teachers from overseas	Yes	Depending on the duration and nature of the visit.

ROLE OR GROUP	WWCC REQUIRED?	NOTES / CONDITIONS
Pre-service teachers and SAS work experience	Yes	Unless they will be working with children for less than seven days in a year.
Support and Administration Staff (includes permanent, contract and casual staff)	Yes	
Support and Administration Staff from overseas (includes permanent, contract and casual staff)	Yes	
School Board members School Board subcommittee and co-opted members	Yes	
For lessees, hirers and licensees	Yes	Where lessees, licensees or hirers are engaged in activities with minors, the School will require all employees, volunteers and officers of those organisations to maintain valid Working with Children Checks via the Department of Human Services.
Counsellors, Pastors, Chaplains and Ministers of Religion	Yes	
Guest speakers and visitors – irregular (ie; less than 7 visits in a year <u>and</u> not an ongoing arrangement)	No, but preferred	Must always be accompanied by a staff member and never left alone with students or with student information.
Guest speakers and visitors – regular	Yes	
Sporting/Camping Organisations such as: <ul style="list-style-type: none"> ▪ Sports instructors ▪ Camp site personnel (other than international mission camps) 	Yes	For new contractors, renewing contractors and new persons employed or engaged by contractors. Schools need to be particularly vigilant in relation to checking whether assessments have been undertaken on non-school staff working at campsites etc., particularly if any non-school staff have any opportunity to have unsupervised contact with students. Legally these persons must have a WWCC. In any situation where students are in extended contact with non-school staff, it is important that supervising staff of the school are vigilant in their supervision of students.
Assistants (employed or volunteering) at all sporting carnivals	Yes	Schools are responsible for their own volunteers and staff supervising at these events. In any situation whereby students are in extended contact with non-school staff, it is important that supervising staff of the school are vigilant in their supervision of students.
All external / specialist service providers such as: <ul style="list-style-type: none"> ▪ Service organisations 	Yes	

ROLE OR GROUP	WWCC REQUIRED?	NOTES / CONDITIONS
<ul style="list-style-type: none"> ▪ Speech pathologists ▪ Psychologists ▪ Counsellors ▪ Instrumental music teachers/tutors ▪ OSHC ▪ Other instructors or tutors 		
Department for Education staff AISSA staff CSA staff NGSS staff	Yes	
Volunteers	Yes	Refer to Volunteer Policies and Procedures (V1.01)
All billet hosts	Yes	<p>Any member of a billet household 18 years or older checked through the Department of Human Services.</p> <p>Please note: Schools arranging or participating in arrangements whereby students are placed in billets overseas or interstate or intrastate must advise the home school or third-party provider (such as the Exchange Organisation) of the school's expectations in relation to child protection and safety. If the Principal is not satisfied that the screening arrangements are sufficient to ensure the safety and welfare of students, then the billeting arrangements must not proceed. In order to be 'sufficient' Exchange Organisations must require police checks, obtain referee checks, and have clear grievance procedures in place for students (as a minimum).</p>
Work experience hosts	No, but preferred (or alternative check)	<p>The School cannot insist that members of the public have a Working with Children Check if their business is not child related. The School should exercise extreme caution when arranging or allowing work experience placements and should seek consent to undertake referee checks on supervising staff where at all possible. The School must satisfy itself that the work experience arrangements are sufficient to ensure the safety and welfare of students (to the extent that this is reasonably possible). If possible, premises should be visited by school staff prior to the student commencing on work experience and school staff should visit the student while on work experience. Students must undergo school induction in relation to personal safety issues such as harassment and child protection. Students must be provided with access to school staff at short notice.</p>

ROLE OR GROUP	WWCC REQUIRED?	NOTES / CONDITIONS
Tyndale Christian School students working in a support/coach/leader role with other groups of students on a repeated basis.	Yes - if 14 years old or over and engaged for more than 7 days in a year	If the student doesn't meet any of the exemptions (for example, they are under the age of 14 or are working with children for less than seven days in a year), they will need a Working with Children Check. A volunteering check is appropriate if the role is unpaid.
School students from other schools undertaking work experience or vocational education at Tyndale.	Yes - if 14 years old or over and engaged for more than 7 days in a year	The School must obtain from the Principal of the student's home school a written statement that the student is approved for placement at the school and attests to the student's good character to the best of the Principal's knowledge. If the person doing work experience doesn't meet any of the exemptions (for example, they are under the age of 14 or are working with children for less than seven days in a year), they will need a working with children check. Secondary students doing work experience as part of their study can use a volunteering check.
Contractors – regular (more than once) Contractors are persons who are not employed directly by the school but are providing services payable on invoice either to the School or are employed by organizations which have contracts with the school. Could include: <ul style="list-style-type: none"> ▪ Cleaners ▪ Tradespersons ▪ Maintenance ▪ Catering services etc ▪ 3rd party sub-contractors e.g. OSHC service providers 	Yes	For new Contractors, renewing contract and new persons employed or engaged by Contractors.
Contractors – irregular or emergency (not employed by the school and not on site for more than 7 days in a year)	No	Irregular contractors may be engaged on a one-off or highly irregular basis, and without unsupervised contact with children. Emergency contractors that fall within this category must be supervised and areas made out of bounds during repair (e.g. burst pipes - plumber required)
Other contractors / sub-contractors	Yes	The employing organisation must ensure that all relevant contractors/sub-contractors have a Working with Children Check. The employing organisation will be required to provide the school with a list of on-site contractors and their WWCC information.

ROLE OR GROUP	WWCC REQUIRED?	NOTES / CONDITIONS
Contractors engaged for building contracts which involve a Simple Works Contract	No (except for the Site Manager)	<p>The significant difference in this instance, which justifies that a WWCC is not required, is that contractors formally take possession of the site. Additional measures required will include, but may not be limited, to:</p> <ul style="list-style-type: none"> ▪ The Site Manager must have a WWCC ▪ Fencing off or delineated site (specifically detailed in contract) ▪ Using own toilet facilities ▪ No access to rest of school site ▪ No interaction with students ▪ No School staff (including Head of Schools) are allowed access without the permission of the Site Manager ▪ Other conditions as agreed by the Head of Schools/Director of Finance and Operations/Site Manager <p>If a contractor engaged under these conditions is required to access an area outside of the compound, they must be accompanied by the Site Manager.</p>

REFERENCES

- H2.01 Employment Policy and Procedure
- S1.12 Protective Practices for Staff Policy
- S1.13 Student Protection Policy
- S1.51 Visitor Access to Students Policy and Procedures
- V1.01 Volunteer Policy and Procedures
- V2.01 Specialist Service Provider Policy and Procedures

REVIEW

The policy will be reviewed biennially. Review will be conducted by the responsible officer, drawing upon input and feedback from:

- Executive Leadership
- Interested Parties
- External changes, such as changes to legislation, good practice

POLICY INFORMATION

Document title and number	H4.04 Screening assessment
Classification	H – Human Resources
Sub-classification	H4 – Remuneration and Conditions
Approver	Head of Schools
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Officer responsible for this policy	Executive Director of Human Resources