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**Department of
Education**

**CRIMINAL HISTORY SCREENING FOR DEPARTMENT OF EDUCATION
SITES POLICY**

**CRIMINAL HISTORY SCREENING FOR DEPARTMENT OF EDUCATION
SITES PROCEDURES**

This PDF contains the following documents:

Document 1:

Criminal History Screening for Department of Education Sites policy v5.0
Effective 1 March 2026

Document 2:

Criminal History Screening for Department of Education Sites procedures
v5.0 Effective 1 March 2026



**Department of
Education**

GOVERNMENT OF
WESTERN AUSTRALIA

CRIMINAL HISTORY SCREENING FOR DEPARTMENT OF EDUCATION SITES POLICY

EFFECTIVE: 1 MARCH 2026

VERSION: 5.0 FINAL

1 POLICY STATEMENT

Screening for criminal convictions is undertaken to maximise the safe learning and working environment for students and staff and other persons attending public schools and working within the Department of Education (the Department).

2 POLICY RULES

All employees must have a current Screening Clearance Number issued by the Department's Screening Unit before commencement of employment with the Department, consistent with the Department's 'No Screen, No Start' policy position. This also applies to people employed on a casual basis.

3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Implementation of the policy is the responsibility of principals and line managers.

Compliance monitoring is the responsibility of the Executive Director, Professional Standards and Conduct.

4 SCOPE

This policy applies to all employees.

5 SUPPORTING PROCEDURES

Criminal History Screening for Department of Education Sites Procedures

6 DEFINITIONS

APPLICANT

Any person who submits an application for a Nationally Coordinated Criminal History Check under this policy.

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

Australian Criminal Intelligence Commission (ACIC) is the federal government agency that facilitates the provision of criminal record information to accredited agencies.

The Department uses the ACIC to access criminal records through the National Names Index and National Police Checking Services across all states and territories.

CRIMINAL HISTORY SCREENING

The process of gathering relevant information about an applicant's criminal record in order to assist in making an informed decision about that person's suitability relevant to their application.

EMPLOYEE

Any person who is currently employed by the Department under the *School Education Act 1999*, or the *Public Sector Management Act 1994*.

NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

A collation of police and conviction history information about an individual that has been determined releasable by Australia's police agencies and made available to the Department of Education Screening Unit by the Australian Criminal Intelligence Commission (ACIC) in accordance with the contractual Agreement between the ACIC and the Department for the purposes of pre-employment/placement/enrolment probity screening. The check involves processing an individual's biographic details, including name and date of birth, against information held by the ACIC through the National Police Checking Service Support System.

NO SCREEN, NO START

The requirement that all new employees, and former employees with a break in service, must be cleared through a Nationally Coordinated Criminal History Check and allocated a valid Screening Clearance Number (SCN) prior to commencement.

SCREENING CLEARANCE NUMBER (SCN)

A unique number allocated by the Screening Unit to applicants who have had a Nationally Coordinated Criminal History Check processed and have been cleared and permitted to seek employment, placement or enrolment within the Department of Education.

SCREENING COMMITTEE

The committee responsible for making decisions on behalf of the Director General and making recommendations concerning employees/applicants for a Nationally Coordinated Criminal History Check whose convictions are disclosed as a result of criminal record checks

SCREENING STATUS CHECK

A function within HRMIS allowing Department worksites to check a potential employee's screening status prior to commencement.

SCREENING UNIT

The unit that acts on behalf of the Director General to administer the process of Nationally Coordinated Criminal History Check (criminal history screening) for the Department of Education.

SPENT CONVICTION

A conviction that has been declared or certified as spent under the *Spent Convictions Act 1988* or ordered spent under Section 39 of the *Sentencing Act 1995*. In Western Australia the *Spent Convictions Act 1988* provides for individuals to apply to have certain convictions to be certified or declared spent, generally after 10 years, provided there has been no further convictions. The Department is allowed to consider spent convictions pursuant to an exemption under Schedule 3 of the *Spent Convictions Act 1988*.

VOLUNTEER

A person who engages in voluntary work where the employment provides no remuneration to the individual, and/or the work undertaken fulfils a charity or community service good. A tertiary student undertaking a practicum in a school is considered a volunteer.

7 RELATED DOCUMENTS

Relevant legislation or authority

Censorship Act 1996
Crimes (Commonwealth) Act
Criminal Code 1913 (WA)
Equal Opportunity Act 1984
Freedom of Information Act 1992
Government Officers Salaries Allowance and Conditions Award 1989
Industrial Relations Act 1979
Misuse of Drugs Act 1981
Pre-Employment Screening Policy, Department of Commerce, 2012
Prostitution Act 2000
Public Sector Code of Ethics
Public Sector Management Act 1994
Public Sector Management (General) Regulations 1994 (WA)
Public Sector Management (Redeployment and Redundancy) Regulations 1994 (WA)
Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 (WA)
Public Sector Standards in Human Resource Management
School Education Act 1999 (WA)
School Education Regulations 2000 (WA)
Sentencing Act 1995
Spent Convictions Act 1988
State Records Act 2000
Teacher Registration Act 2012
Teacher Registration (General) Regulations 2012
Working with Children (Screening) Act 2004
Working with Children (Screening) Regulations 2005
Workplace Relations Act 1996 (Cth)

Related Department policies

Staff Conduct and Discipline

Working with Children Checks in Department of Education Sites

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9 REVIEW DATE

1 March 2029

10 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
24 December 2013		2.0	D13/0679676	Criminal Screening policy reviewed and extensive changes made. Recast in new policy model. Director General endorsement D13/0679611.
3 May 2017		3.0	D17/0178440	The Criminal Screening Policy has undergone a major review. Endorsed by the Director General at Corporate Executive on 10 March 2017.
3 May 2017	3 October 2018	3.1	D18/0436339	Minor changes to policy title D18/0435828 and to include reference to Public Schools D18/0151652.

26 March 2019		3.2	D19/0017681	Major changes have been made to the policy and procedures. Endorsed by the Director General at Corporate Executive on 20 February 2019.
1 September 2020		4.0	D20/0422966	Major review of the policy and procedures undertaken. Endorsed by the Director General on 24 August 2020. D20/0424094
1 September 2020	27 October 2021	4.1	D21/0610048	Minor change to Screening Unit contact number D21/0610043.
1 March 2026		5.0	D25/1043750	Major review of the policy and procedures undertaken. Endorsed by the Director General on 15 December 2025 Approved at the Leadership Meeting.



**Department of
Education**

CRIMINAL HISTORY SCREENING FOR DEPARTMENT OF EDUCATION SITES PROCEDURES

EFFECTIVE: 1 MARCH 2026

VERSION: 5.0 FINAL

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1 POLICY SUPPORTED

Criminal History Screening for Department of Education Sites Policy

2 SCOPE

These procedures apply to all employees.

3 PROCEDURES

3.1 PRINCIPALS AND LINE MANAGERS

Principals and line managers must:

- only employ new staff, or previously employed persons with a break in service, after confirming the person has a current Screening Clearance Number issued by the Department's Screening Unit;
- undertake a Screening Status Check when employing previously employed persons or staff with a casual identification number to confirm that the person has a current Screening Clearance Number;
- assess whether an individual undertaking a volunteer role within the Department is required to obtain a Nationally Coordinated Criminal History Check;
- confirm an individual originally screened as a volunteer who is subsequently offered employment is re-screened and obtains a Screening Clearance Number prior to commencement of employment;
- assess whether a contractor or other temporary employee is required to obtain a Screening Clearance Number (refer to Appendix F);
- confirm that employees who turn 18 years of age obtain a Screening Clearance Number within three months after their birthday; and
- confirm all permanent employees who have been absent on approved leave or secondment for longer than two years undergo a new Nationally Coordinated Criminal History Check before recommencement.

In addition, principals must confirm that the following have a current Screening Clearance Number before their commencement at a school in accordance with Appendix B:

- School Board and School Council members;
- individuals seeking to enrol in a public school as a post-compulsory student;
- practicum students;
- where applicable, members of community groups who are located on school sites during the school day;
- volunteers who are placed into a school by an organisation which has a service agreement with the Department;
- external contractors who are engaged for 21 business days or more; and
- service providers who undertake regular or ongoing work in schools, such as therapy assistants and chaplains.

Principals and site managers have the discretion to determine if they believe a Nationally Coordinated Criminal History Check is required for some individuals and community groups who may engage in activities on a school or other department site. Please refer to Appendix B and Appendix F.

Some people are exempt from requiring a Nationally Coordinated Criminal History Check through the Department's Screening Unit, and are outlined in Appendix B.

3.2 CENTRALLY MANAGED CONTRACTS

Contract managers in Central Office must:

- confirm that personnel engaged to undertake work at Department sites (including via remote access such as through a Virtual Private Network (VPN)) have a current Screening Clearance Number issued by the Department's Screening Unit before commencement;
- confirm that personnel engaged to undertake volunteer work at Department sites have a current Screening Clearance Number issued by the Department's Screening Unit before commencement (e.g. EdConnect; The Smith Family);
- confirm that principals and site managers are made aware of their obligations to confirm a current Screening Clearance Number has been issued by the Department's Screening Unit before commencement of a contractor or volunteer, as described.

Guidance

For further information refer to:

- Appendix A – Screening validity and breaks in service; and
- Appendix B – Who is required to consent to a Nationally Coordinated Criminal History Check.

The Screening Unit acts on behalf of the Director General to administer the process of Nationally Coordinated Criminal History Checks (criminal history screening) for the Department.

The Department uses the federal government agency Australian Criminal Intelligence Commission (ACIC) to access criminal records through the National Names Index and National Police Checking Service across all states and territories.

3.3 ALL EMPLOYEES

All employees must:

- consent to a Nationally Coordinated Criminal History Check when requested; and
- immediately notify the Director General, through their line manager, if charged with an offence or convicted of any charges, or have been issued with a violence restraining order, misconduct restraining order, or family violence restraining order.

Guidance

Information relating to an employee or contractor who has been charged, convicted or served with a restraining order will be assessed by the Standards and Integrity Directorate with regard to what action the Department will pursue, which may include a requirement to undertake a new Nationally Coordinated Criminal History Check, and subsequent referral to the Screening Committee for a recommendation to be made to the Director General, and/or disciplinary action.

For further information refer to:

- Appendix A – Screening validity and breaks in service;

- *Appendix B – Who is required to consent to a Nationally Coordinated Criminal History Check;*
- *Appendix C – Criminal history information; and*
- *Appendix D – Screening process.*

All individuals applying for a Nationally Coordinated Criminal History Check are required to inform the Director General of:

- *any offences for which they have been charged;*
- *any convictions or pending court cases; and*
- *any investigations or disciplinary action taken by any other agency that relates to them prior to their employment with the Department.*

The Department of Education takes the privacy of individuals who consent to a Nationally Coordinated Criminal History Check seriously and will only collect, hold, use and disclose personal information in accordance with the Privacy Act 1988, the Department's Records Management Policy and the Department's Agreement with the Australian Criminal Intelligence Commission pertaining to the management of personal details and criminal history information. Full details about the management of personal information throughout the criminal history screening process is outlined on www.education.wa.edu.au/screening

An applicant for a Nationally Coordinated Criminal History Check who has been refused clearance by the Screening Committee, on the basis of the person's criminal history being deemed to be in breach of the Criminal Convictions Suitability Criteria, can request a review of that decision. This request is required to be received by the Screening Unit in writing within 10 business days of the date of notification of their clearance refusal. For further information refer to Appendix E - Screening Committee.

3.4 EXECUTIVE DIRECTOR, PROFESSIONAL STANDARDS AND CONDUCT

The Executive Director, Professional Standards and Conduct must confirm that:

- all members appointed to the Screening Committee have undergone a Nationally Coordinated Criminal History Check, using the Department's criminal record check system, which is current and in accordance with the Australian Criminal Intelligence Commission Agreement for individuals who view criminal history information; and
- employees authorised to access criminal history information have signed a deed of confidentiality agreement and undergo a regular Nationally Coordinated Criminal History Check in accordance with the contractual obligation with the ACIC.

4 DEFINITIONS

APPLICANT

Any person who submits an application for a Nationally Coordinated Criminal History Check under this policy.

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

Australian Criminal Intelligence Commission (ACIC) is the federal government agency that facilitates the provision of criminal record information to accredited agencies.

The Department uses the ACIC to access criminal records through the National Names Index and National Police Checking Service across all states and territories.

CRIMINAL HISTORY SCREENING

The process of gathering relevant information about an applicant's criminal record in order to assist in making an informed decision about that person's suitability relevant to their application.

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Any person who is currently employed by the Department under the *School Education Act 1999*, or the *Public Sector Management Act 1994*.

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A collation of police and conviction history information about an individual that has been determined releasable by Australia's police agencies and made available to the Department of Education Screening Unit by the Australian Criminal Intelligence Commission (ACIC) in accordance with the contractual Agreement between the ACIC and the Department for the purposes of pre-employment/placement/enrolment probity screening. The check involves processing an individual's biographic details, including name and date of birth, against information held by the ACIC through the National Police Checking Service Support System.

NO SCREEN, NO START

The requirement that all new employees, and former employees with a break in service, must be cleared through a Nationally Coordinated Criminal History Check and allocated a valid Screening Clearance Number (SCN) prior to commencement.

SCREENING CLEARANCE NUMBER (SCN)

A unique number allocated by the Screening Unit to applicants who have had a Nationally Coordinated Criminal History Check processed and have been cleared and permitted to seek employment, placement or enrolment within the Department of Education.

SCREENING COMMITTEE

The committee responsible for making decisions on behalf of the Director General and making recommendations concerning employees/applicants for a Nationally Coordinated Criminal History Check whose convictions are disclosed as a result of criminal record checks

SCREENING STATUS CHECK

A function within HRMIS allowing Department worksites to check a potential employee's screening status prior to commencement.

SCREENING UNIT

The unit that acts on behalf of the Director General to administer the process of Nationally Coordinated Criminal History Checks (criminal history screening) for the Department of Education.

SPENT CONVICTION

A conviction that has been declared or certified as spent under the *Spent Convictions Act 1988* or ordered spent under Section 39 of the *Sentencing Act 1995*. In Western Australia the *Spent Convictions Act 1988* provides for individuals to apply to have certain convictions to be certified or declared spent, generally after 10 years, provided there has been no further convictions. The Department is allowed to consider spent convictions pursuant to an exemption under Schedule 3 of the *Spent Convictions Act 1988*.

VOLUNTEER

A person who engages in voluntary work where the employment provides no remuneration to the individual, and/or the work undertaken fulfils a charity or community service good. A tertiary student undertaking a practicum in a school is considered a volunteer.

5 RELATED DOCUMENTS

Relevant legislation or authority

Censorship Act 1996
Crimes (Commonwealth) Act
Criminal Code 1913 (WA)
Equal Opportunity Act 1984
Freedom of Information Act 1992
Government Officers Salaries Allowance and Conditions Award 1989
Industrial Relations Act 1979
Misuse of Drugs Act 1981
Pre-Employment Screening Policy, Department of Commerce, 2012
Prostitution Act 2000
Public Sector Code of Ethics
Public Sector Management Act 1994
Public Sector Management (General) Regulations 1994 (WA)
Public Sector Management (Redeployment and Redundancy) Regulations 1994 (WA)
Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 (WA)
Public Sector Standards in Human Resource Management
School Education Act 1999 (WA)
School Education Regulations 2000 (WA)
Sentencing Act 1995
Spent Convictions Act 1988
State Records Act 2000
Teacher Registration Act 2012
Teacher Registration (General) Regulations 2012
Working with Children (Screening) Act 2004
Working with Children (Screening) Regulations 2005
Workplace Relations Act 1996 (Cth)

Related Department policies

Staff Conduct and Discipline

Working with Children Checks in Department of Education Sites

6 CONTACT INFORMATION

Policy manager: Executive Director, Professional Standards and Conduct

Policy contact officer: Screening Unit, Professional Standards and Conduct
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T: 9264 4477
W: www.education.wa.edu.au/screening
E: screening@education.wa.edu.au

7 REVIEW DATE

1 March 2029

8 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
24 December 2013		2.0	D13/0679661	<i>Criminal Screening</i> policy reviewed and extensive changes made. Recast in new policy model. Director General endorsement D13/0679661. Minor change to Appendix A.3 to include information about swimming supervisors and instructors D13/0684656 and D13/0684863.
3 May 2017		3.0	D17/0178442	The Criminal Screening Policy has undergone a major review. Endorsed by the Director General at Corporate Executive on 10 March 2017.
3 May 2017	3 May 2017	3.1	D17/0179452	Minor changes regarding NAPLAN D17/0179539.

3 May 2017	3 October 2018	3.2	D18/0436347	Minor changes to policy title D18/0435828 and to include reference to Public Schools D18/0151652.
26 March 2019		3.3	D19/0017684	Major changes have been made to the procedures. Endorsed by the Director General at Corporate Executive on 20 February 2019.
1 September 2020		4.0	D20/0422968	Major review of the policy and procedures undertaken. Endorsed by the Director General on 24 August 2020. D20/0424094
1 September 2020	14 January 2021	4.1	D21/0013726	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.
1 September 2020	27 October 2021	4.2	D21/0610159	Minor change to Screening Unit contact number D21/0610043.
1 September 2020	13 September 2022	4.3	D22/0695545	Appendix B updated to include SCSA Board and Committee Members. D22/0695526
1 September 2020	7 September 2023	4.4	D23/1497313	Minor change updating App E on Criminal Convictions Suitability Criteria D23/1497267
1 March 2026		5.0	D25/1043751	Major review of the policy and procedures undertaken. Endorsed by the Director General on 15 December 2025 Approved at the Leadership Meeting

APPENDIX A. SCREENING VALIDITY AND BREAKS IN SERVICE

All Department worksites are required to use the Screening Status Check function in HRMIS to determine if a prospective employee has a current Screening Clearance Number before they commence. This includes a person who has a casual identification number with the Department.

A.1 ONGOING EMPLOYMENT

People with ongoing employment with the Department who have been cleared previously are not required to consent to another Nationally Coordinated Criminal History Check, unless they have a break-in-service with the Department as outlined in Table 1 below.

Certain positions with Central Office and Regional Education Offices have been identified as having a risk exposure that warrants a higher level of screening. The incumbent officer in these positions is required to consent to a Nationally Coordinated Criminal History Check if their existing check is three (3) years or older. This includes employees who act or relieve in an identified position for three (3) months or longer. Table 2 outlines these positions.

Table 1: Screening validity and breaks in service

Employment Type	Break in Service
Non-teaching positions	6 months or more
Teaching positions	12 months or more

Table 2: Cyclical re-screening for Central Office and Regional Education Office positions

Position	Maximum period allowed before re-screening is required for an individual in one of these positions
All positions at Level 9 and above, including equivalent Education Act positions	Three (3) years
All positions within the Professional Standards and Conduct Division	Three (3) years
Director of Education	Three (3) years
Assistant Director of Education	Three (3) years
Other positions identified by members of Corporate Executive where additional probity screening is considered necessary*	Three (3) years

*additional positions identified by Corporate Executive will be included on a list maintained by the Screening Unit.

A.2 TEACHING STAFF

Teaching staff commencing work for the Department for the first time, and teachers who have previously worked for the Department and are seeking re-employment after a break-in-service of 12 months or more, must have a Nationally Coordinated Criminal History Check, processed through the Department's Screening Unit that is no more than 12 months old at the time of commencement.

A.3 NON-TEACHING STAFF

Non-teaching staff commencing work for the Department for the first time, and those who have previously worked for the Department and are seeking re-employment after a break-in-service of six months or more, must have a Nationally Coordinated Criminal History Check, processed through the Department's Screening Unit that is no more than six months old at the time of commencement. The only exception to this is for Swimming Supervisors and Swimming Instructors who must commence working within six months of the initial Nationally Coordinated Criminal History Check, but are permitted to have a break-in-service of up to 12 months. Swimming Supervisors and Swimming Instructors employed on an ongoing basis must consent to a new Nationally Coordinated Criminal History Check every three (3) years.

A.4 APPROVED LEAVE - PERMANENT EMPLOYEES

Permanent employees who have taken extended periods of leave for whatever reason (e.g. secondment, parental leave, long service leave, sick leave, annual leave and approved leave without pay) are not required to undergo a new Nationally Coordinated Criminal History Check when returning to work unless their absence from their Department position is greater than two years.

APPENDIX B. WHO IS REQUIRED TO CONSENT TO A NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

EMPLOYEES

B.1. TEACHING STAFF

All teaching staff employed by the Department in a teaching role are required to have a current Nationally Coordinated Criminal History Check through the Department of Education Screening Unit that is less than 12 months old at the time of commencement with the Department.

A Screening Clearance Number will be issued to all teaching staff who are cleared through the Department's Screening Unit.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within twelve (12) months of the clearance date.

Validity: screening status remains valid unless a break-in-service occurs.

Break-in-service: must be re-screened if a break in employment exceeds twelve (12) months.

B.2. NON-TEACHING STAFF

All non-teaching staff are required to have a Nationally Coordinated Criminal History Check that is processed through the Department's Screening Unit, and be issued a valid Screening Clearance Number before commencement. The clearance date must be less than six months old on the date of commencement. A teacher who holds a current criminal record clearance who is commencing in a non-teaching role can be commenced in the non-teaching role if their clearance is less than 12 months old at the time of commencement.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid unless a break-in-service occurs.

Break-in-service: must be re-screened if a break in employment exceeds six (6) months.

B.3. **SEASONAL EMPLOYEES**

Seasonal employees are casual staff who are appointed to undertake a specific role, which is usually needed on one or two occasions per year for a very limited tenure (often less than 5 business days). Seasonal employees are required to have a current Nationally Coordinated Criminal History Check through the Screening Unit and be allocated a Screening Clearance Number before they are commenced. The check must not be older than six (6) months at the date of commencement. The clearance will be valid for three (3) years, unless there is a non-work period greater than twelve (12) months. If there is a break-in-service of greater than 12 months, the person will require a new Nationally Coordinated Criminal History Check before re-employment. Examples include swimming instructors/supervisors, exam invigilators, specialist assessors, exam writers/markers/supervisors.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years, unless a break-in-service occurs of twelve (12) months.

Break-in-service: must be re-screened if a break in employment exceeds twelve (12) months.

B.4. **EMPLOYEES UNDER THE AGE OF 18**

Employees who are under the age of 18 at the time of commencement are not required to consent to a Nationally Coordinated Criminal History Check. Once an existing employee turns 18, they are then required to consent to a Nationally Coordinated Criminal History Check within three months after their eighteenth birthday.

Commencement: can commence without a criminal history screening.

Validity: must be screened and issued a Screening Clearance Number within three (3) months after 18th birthday.

Break-in-service: must be re-screened if a break in employment exceeds six (6) months.

B.5. **SITES WITH RESIDENTIAL ACCOMMODATION FACILITIES**

Employees based at sites with residential accommodation for staff are Department employees and are required to have a Nationally Coordinated Criminal History Check that is processed through the Department's Screening Unit, and be issued a current Screening Clearance Number, before commencement.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid unless a break-in-service occurs.

Break-in-service: must be re-screened if a break in employment exceeds six (6) months.

Local Input Networking and Communications (LINC) committee members at Residential Colleges are required to consent to a Nationally Coordinated Criminal History Check through the Screening Unit. The volunteer fee of \$10.00 will be absorbed by the Screening Unit for parents and community LINC members. College Managers must confirm, that LINC committee members have a current screening before they commence.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years unless a break-in-service occurs.

Break-in-service: must be re-screened if a break-in-service exceeds six (6) months.

Family members, guests and visitors aged eighteen (18) and over who stay with live-in Residential and Agricultural College employees for 21 calendar days or more must have a Nationally Coordinated Criminal History Check through the Department's Screening Unit. The NCCHC must be renewed every twelve (12) months for ongoing live-in arrangements.

Residency: if residing at a Residential or Agricultural College for 21 calendar days or more, family members and guests of live-in employees must consent to a Nationally Coordinated Criminal History Check and be issued a Screening Clearance Number before live-in arrangements commence.

Validity: screening status remains valid for twelve (12) months unless a break-in-residency occurs.

Break in residency: must be re-screened if a break in residency exceeds six (6) months.

NON-EMPLOYEES

The Department adopts a risk management approach with respect to the screening of non-employees who may access a Department site, including schools. Factors that site managers should consider include: duty of care obligations, safeguards that may be in place (e.g. fences, separate toilet facilities, CCTV, attendance times, supervision), opportunity for or direct contact with students and/or resources, and other probity checks (e.g. Working with Children Checks). Please refer to Appendix F for guidance.

In some situations, it is mandatory for identified non-employees to complete a Nationally Coordinated Criminal History Check through the Department's Screening Unit prior to commencement. In other circumstances, the decision about a NCCHC will be an informed decision made by the site manager, using Appendix F as a guide. In some specific instances, the Screening Unit has exempt some categories of non-employees, and they are not required to consent to a Nationally Coordinated Criminal History Check through the Screening Unit.

MANDATORY SCREENING

SCHOOL COUNCIL AND SCHOOL BOARD MEMBERS

All new School Council and School Board members must have a Nationally Coordinated Criminal History Check processed through the Screening Unit, and be allocated a Screening Clearance Number, before their position on the Council/Board can be confirmed. The fee of \$10.00 will be waived for parents and community members. Existing employees who are also Council/Board members do not need another Nationally Coordinated Criminal History Check. Student members under the age of eighteen (18) do not require a Nationally Coordinated Criminal History Check. Serving sworn officers employed by the Western Australia Police Force or the Australian Federal Police are exempt and do not require a Nationally Coordinated Criminal History Check.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years.

Break-in-service: must be re-screened if a break in service on the Board/Council exceeds six (6) months.

POST-COMPULSORY STUDENTS ENROLLING IN A PUBLIC SCHOOL

All individuals seeking to enrol as a post-compulsory aged student at a public school, campus or college are required to have a Nationally Coordinated Criminal History Check that is processed through the Department's Screening Unit, and be issued a valid Screening Clearance Number before enrolment. Existing students who turn 18 whilst enrolled in a public school are not required to consent to a Nationally Coordinated Criminal History Check.

Commencement: enrolment and attendance cannot occur until screening process is finalised and a Screening Clearance Number has been issued; must attend within six (6) months of screening clearance date.

Validity: screening status remains valid unless a break-in-attendance occurs.

Break-in-attendance: must be re-screened if a break in attendance exceeds six (6) months.

PRACTICUM STUDENTS

Students who are enrolled at a university, TAFE College, an educational training institution or a Registered Training Organisation (RTO) who are undertaking a practicum in a public school are required to consent to a Nationally Coordinated Criminal History Check and be issued a current Screening Clearance Number before they commence their practicum. These students are considered as volunteers and are only charged the concession fee of \$10.00.

Students on practicum are required to have a clearance date that is less than six months old at the commencement of their first practicum. University students undertaking a teaching practicum are required to have a Nationally Coordinated Criminal History Check in their first year of study, and will only be required to undergo another Nationally Coordinated Criminal History Check if they leave their course of study for a period of six (6) months or more. Other practicum students should refer to the [Screening website](#) for details on Nationally Coordinated Criminal History Check requirements.

Practicum students who are already employed as **teachers** with the Department of Education, that have been paid within the last twelve (12) months, are not required to undertake a new Nationally Coordinated Criminal History Check for their practicum. Department employees who have not worked, and/or have not been paid, for twelve (12) months or more will be required to consent to a new Nationally Coordinated Criminal History Check, and be cleared, before they can commence their practicum.

Practicum students who are current **non-teaching** employees of the Department of Education, and have been paid within the last six (6) months, are not required to undertake a new Nationally Coordinated Criminal History Check for their practicum. Department employees who have not worked, and/or have not been paid, for six (6) months or more will be required to consent to a new Nationally Coordinated Criminal History Check, and be cleared, before they can commence their practicum.

If a practicum student later seeks employment with the Department, even within six (6) months of their clearance for their practicum, they will be required to consent to, and pay for, a new Nationally Coordinated Criminal History Check at the full fee of \$46.00.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid unless a break in their tertiary studies occurs.

Break in tertiary studies: must be re-screened if a break in course attendance exceeds six (6) months.

B.9. VOLUNTEERS ENGAGED VIA SERVICE AGREEMENTS

People who are undertaking a formal volunteer role within the Department, where a service agreement is in place, are required to consent to a Nationally Coordinated Criminal History Check, at a reduced fee. Examples include *The Smith Family* and *EdConnect*. These volunteers **must** have a Nationally Coordinated Criminal History Check and be issued a Screening Clearance Number before they can commence

If a person screened as a volunteer is subsequently offered paid employment, they are required to consent to and pay the full fee for a new Nationally Coordinated Criminal History Check and be cleared before commencement. For volunteers engaged without a service agreement, refer to B.19.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years unless a break in volunteering occurs

Break in volunteering: must be re-screened if a break in volunteering exceeds six (6) months, and/or after three (3) years from the initial clearance date for ongoing volunteers.

B.10. EXTERNAL CONTRACTORS

External Contractors who are engaged by the Department are required to have a Nationally Coordinated Criminal History Check that is processed through the Department's Screening Unit, and be issued a current Screening Clearance Number before commencement.

Central Office and Statewide Services contract managers are required to confirm appropriate criminal history screening of individuals, through the Department's Screening Unit, has been undertaken where a contract/service agreement is in place.

Screening requirements for specific groups of External Contractors include:

ICT Contractors – are required to consent to a Nationally Coordinated Criminal History Check, in accordance with the Terms and Conditions of the formal Contract/Agreement in place between the Department's ICT Division and the respective ICT Company.

Public Private Partnership (PPP) – PPP program External Contractors are required to consent to a Nationally Coordinated Criminal History Check through the Screening Unit. Sub-contractors who work 20 business days or less through the PPP are not required to consent to a Nationally Coordinated Criminal History Check.

Lawn mowing contractors – companies engaged via a service agreement to provide lawn mowing contractor services to public schools must ensure contractors consent to a Nationally Coordinated Criminal History Check, in accordance with the Terms and Conditions of the formal Contract in place between the Department's Infrastructure Division and the respective company.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years, unless otherwise stated in the Terms and Conditions of the relevant Contract/Service Agreement.

Break-in-attendance: must be re-screened if a break in attendance at Department sites exceeds six (6) months; or must be in accordance with the Terms and Conditions of the relevant Contract/Service Agreement; or every three (3) years if not employed under a Contract/Service Agreement with the Department.

B.11. SERVICE PROVIDERS

External service providers engaged by the Department to deliver a service are required to consent to a Nationally Coordinated Criminal History Check, in accordance with the Terms and Conditions of the formal Contract/Agreement in place between the Department and the service provider. Examples include: Clontarf Foundation; Registered Training Organisations; remote schools attendance strategy officers; therapy assistants.

Service providers engaged directly by parents/carers must also consent to a Nationally Coordinated Criminal History Check through the Department's Screening Unit. Those service providers who belong to a group exempt from the NCCHC (e.g. Department of Health employees; registered NDIS Service Providers) are not required to consent to a NCCHC. Refer to sections B.20.-B.23. for further information.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years unless a break-in-service occurs.

Break-in-service: must be re-screened if a break-in-service exceeds six (6) months.

B.12. SCHOOL CHAPLAINS

School Chaplains are required to consent to a Nationally Coordinated Criminal History Check through the Screening Unit and be assigned a Screening Clearance Number before commencement. This requirement is outlined in a specific clause in the service agreement between the Department and the service provider.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years unless a break-in-service occurs.

Break-in-service: must be re-screened if a break-in-service exceeds six (6) months.

B.13. EMPLOYEES OF OTHER AGENCIES ON SECONDMENT

Employees of other agencies on secondment or a work placement with the Department are required to have a Nationally Coordinated Criminal History Check that is processed through the Department's Screening Unit, and be issued a current Screening Clearance Number, before commencement.

This includes those from other government agencies (Commonwealth and State) and private companies. Serving sworn officers employed by the Western Australia Police Force or the Australian Federal Police are exempt and do not require a Nationally Coordinated Criminal History Check.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years unless a break-in-service occurs.

Break-in-service: must be re-screened if a break-in-service exceeds six (6) months.

B.14. CANTEEN/CAFETERIA AND UNIFORM SHOP PERSONNEL

Managers, coordinators and other paid personnel working in school canteens, cafeterias and uniform shops, including those managed by a Parents and Citizens Association, are required to have a Nationally Coordinated Criminal History Check that is processed through the Department's Screening Unit, and be issued a current Screening Clearance Number, before commencement (refer to Appendix F for guidance).

It is not mandatory for parent volunteers to consent to a Nationally Coordinated Criminal History Check through the Department of Education Screening Unit to volunteer in schools, however, a Principal can determine that any volunteer regularly working in a school consent to a Nationally Coordinated Criminal History Check (refer to Sections B.9. and B.19. and Appendix F).

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for three (3) years unless a break-in-attendance occurs.

Break-in-service: must be re-screened if a break in attendance exceeds six (6) months

B.15. SCHOOL CURRICULUM AND STANDARDS AUTHORITY - BOARD AND COMMITTEE MEMBERS

All School Curriculum and Standards Authority (SCSA) Board and Committee members must have a Nationally Coordinated Criminal History Check processed through the Screening Unit, and be allocated a Screening Clearance Number, before their position on the Board and/or Committee can commence. Existing employees who are also Board and/or Committee members are not required to consent to a new Nationally Coordinated Criminal History Check.

Commencement: cannot commence until screening process is finalised and a Screening Clearance Number has been issued; must start within six (6) months of the clearance date.

Validity: screening status remains valid for the term of appointment to the Board and/or Committee.

NON-MANDATORY SCREENING

B.16. USE OF SCHOOL FACILITIES BY THE COMMUNITY

Local community groups may enter into formal arrangements (a Licence or Lease) with a school or the Department to use school property and/or facilities. These arrangements vary between schools and permit activities independent to the school, where no services are provided to students or staff. They may operate exclusively outside of school hours of operation, they may operate during the school day, or a combination of both.

Principals and site managers have discretion to determine if members of the community using school facilities should consent to a Nationally Coordinated Criminal History Check (refer to Appendix F for guidance). Considerations that Principals and site managers should evaluate include: existing safeguards (e.g. fences, CCTV, separate toilet facilities, separate entrance ways, separate carparks), duty of care and student supervision, frequency of on-site participation, whether other probity checks are in place, duration of the activity.

Examples of community use of school facilities include: yoga classes, pilates classes, out-of-school hours care, PlayGroup WA, sporting groups, community gardens, shared library, shared swimming pool, local interest groups.

Community members are not considered volunteers and must pay the full fee if the Principal or site manager deems a Nationally Coordinated Criminal History Check is appropriate.

B.17. TEMPORARY ADMINISTRATION STAFF

Temporary administration staff who are needed at short notice to complete a set task, or temporarily replace an absent employee, do not require a Nationally Coordinated Criminal History Check if the period of engagement is 15 business days or less. If the period of engagement extends to 16 business days or more, then a NCCHC will be required.

B.18. AGENCY-SUPPLIED TEMPORARY SCHOOL CLEANERS AND GARDENERS

Temporary cleaners and gardeners who are engaged through gardening and cleaning companies, and are required at short notice to work in schools, do not require a Nationally Coordinated Criminal History Check if the period of engagement is three (3) months or less. If the period of engagement continues beyond 3 months, then a NCCHC will be required.

B.19. VOLUNTEERS ENGAGED INFORMALLY OR AD-HOC

For situations where volunteering is informal or ad-hoc, the decision as to whether a volunteer should be screened for criminal convictions is to be made by the principal or site manager, and should take into account:

- whether the person will have access to students, money, confidential information, and/or valuables;
- the frequency with which the volunteer will be on-site;
- whether the person will be supervised; and
- the duration of their volunteering.

Refer to Appendix F for guidance.

If a volunteer is subsequently offered paid employment, they are required to consent to and pay the full fee for a new Nationally Coordinated Criminal History Check.

Validity: screening status remains valid for three (3) years unless a break in volunteering of 6 months or more occurs.

EXEMPT

B.20. WA HEALTH SERVICE PROVIDERS

Staff employed by WA Health Service Providers undergo national criminal record screening as a condition of employment and are therefore exempt from consenting to a Nationally Coordinated Criminal History Check through the Department of Education Screening Unit. This includes: WA Country Health Service (WACHS); Child and Adolescent Health Service (CAHS); East Metropolitan Health Service (EMHS); North Metropolitan Health Service (NMHS); South Metropolitan Health Service (SMHS), Department of Health. Examples of such employees includes: school nurses, occupational therapists, speech pathologists, dental therapists, physiotherapists.

Commencement: WA Health Service staff are to be asked to show a current staff identification card, displaying their name and photograph, for verification. Any WA Health Service provider engaging in child-related work should have their Working with Children Check details entered into the Department of Education's Working with Children Recording System by the school.

B.21. DEPARTMENT OF JUSTICE EMPLOYEES

Staff employed by the Department of Justice undergo national criminal record screening as a condition of their employment and are therefore exempt from consenting to a Nationally Coordinated Criminal History Check through the Department of Education Screening Unit. This includes Department of Justice staff who work with school staff to prepare for the re-entry of students who are transitioning back to a school.

Commencement: Department of Justice staff are to be asked to show a current staff identification card, displaying their name and photograph, for verification. Any Department of Justice staff engaging in child-related work should have their Working with Children Check details entered into the Department of Education's Working with Children Recording System by the school.

B.22. DEPARTMENT OF COMMUNITIES EMPLOYEES

Staff employed by the Department of Communities undergo national criminal record screening as a condition of their employment and are therefore exempt from consenting to a Nationally Coordinated Criminal History Check through the Department of Education Screening Unit. This includes Department of Communities staff who attend schools to work directly with students. This exemption also applies to approved contractors engaged by the Department of Communities to work directly with students.

Commencement: Department of Communities staff, and approved contractors, are to be asked to show a current staff identification card for verification. Any Department of Communities staff or contractors engaging in child-related work should have their Working with Children Check details entered into the Department of Education's Working with Children Recording System by the school.

B.23. REGISTERED NDIS SERVICE PROVIDERS

The National Disability Insurance Scheme (NDIS) Worker Screening Check (Check) is a compulsory screening strategy for people who work in risk-assessed roles for registered NDIS providers. It is a mechanism that helps NDIS providers determine that individuals seeking to work, or already working, in certain NDIS roles do not present an unacceptable risk of harm to people with disability. The NDIS Check is a national tool administered by Worker Screening Units in each state or territory. In Western Australia, the NDIS Worker Screening Unit operates within the Department of Communities. Individuals who hold a current valid NDIS Worker Screening Check are exempt from consenting to a Nationally Coordinated Criminal History Check through the Department of Education Screening Unit.

Commencement: cannot commence until proof of a current valid NDIS Worker Screening has been verified by the sighting of a NDIS Worker Screening letter, showing the individual's full name, clearance number, and expiry date. Any registered NDIS providers engaging in child-related work should have their Working with Children Check details entered into the Department of Education's Working with Children Recording System by the school.

B.24. UNIVERSITY OR TAFE SUPERVISORS

Supervisors employed by University, TAFE Colleges or other Registered Training Organisations who enter a school to supervise a practicum student are exempt from the requirement to consent to a Nationally Coordinated Criminal History Check. Generally, university supervisors are qualified teachers who have a current registration with the Teacher Registration Board of Western Australia.

B.25. GUEST SPEAKERS AND PRESENTERS

People engaged to deliver presentations to students and or staff in schools and other Department worksites are exempt from consenting to a Nationally Coordinated Criminal History Check through the Department's Screening Unit.

B.26. SCHOOL MAINTENANCE

Contractors employed by the Department of Housing and Works engaged to undertake maintenance work at schools are exempt and do not require a Nationally Coordinated Criminal History Check, as existing arrangements between the Department's Screening Unit and the Department of Housing and Works are in place regarding criminal history screening. Trades and Services engaged directly by schools under the Direct to Market Program, such as plumbers and electricians, are not required to consent to a Nationally Coordinated Criminal History Check through the Department's Screening Unit.

B.27. SECURITY GUARDS

Licensed Security Guards contracted as part of school security services contracts are exempt and do not require a Nationally Coordinated Criminal History Check through the Department's Screening Unit as they are registered with the Western Australia Police Force as licensed Security Guards. This includes Security Guards engaged to undertake patrol services, alarm response and static guard work, which is primarily outside of normal school hours.

APPENDIX C. CRIMINAL HISTORY INFORMATION

The Executive Director, Professional Standards and Conduct, on behalf of the Director General, undertakes pre- and post-employment and practicum placement probity checks, and pre-enrolment probity checks in the case of people seeking to enrol as post-compulsory students in public schools, to assess suitability for employment, practicum placement or enrolment. This includes undertaking a Nationally Coordinated Criminal History Check. Convictions identified during the screening process will be assessed and may be referred to the Screening Committee which takes into account all other information gained as a result of the screening process.

The Screening Committee assesses the information and makes decisions as to the applicant's suitability.

All criminal record information of applicants will be considered, including convictions and Western Australian spent convictions. Spent conviction information can be considered by virtue of an exemption under Schedule 3 of the *Spent Convictions Act 1988* when making an assessment on suitability of potential employees, or in disciplining existing employees if necessary.

All information gathered during the screening process, including information provided to the Department from the Australian Criminal Intelligence Commission and/or the Western Australia Police Force, will be assessed on a case-by-case basis in terms of the recency, nature and extent of the individual's criminal history.

All applicants will be treated fairly, equitably and in accordance with the principles of natural justice. Any action taken will be documented, transparent, legally defensible and capable of review.

All information will be dealt with in the strictest confidence and only accessed by authorised personnel in accordance with the contract for the provision of criminal history information with the Australian Criminal Intelligence Commission and relevant legislation and policies.

Criminal records are destroyed once an employment decision has been made or a review process finalised. Staff authorised to handle criminal history information are required to sign a deed of confidentiality agreement and undergo a regular Nationally Coordinated Criminal History Check in line with the contractual obligation with the Australian Criminal Intelligence Commission.

Applications for the release of criminal record information by applicants under the *Freedom of Information Act 1992* are assessed in accordance with established procedures following consultation with the Australian Criminal Intelligence Commission.

Applicants are required to pay a fee set by the Department to cover the cost of the criminal screening process.

APPENDIX D. SCREENING PROCESS

- a) New employees (and returning employees whose break-in-service exceeds the allowable period) should be directed to the Department's Screening website to complete an online Nationally Coordinated Criminal History Check. Additional information for remote community schools is available on IKON and the Screening website.
- b) Applicants complete the online Nationally Coordinated Criminal History Check indicating that consent is given, provide the required three (3) items of identification and pay any applicable fee. The three (3) items of Identification must be uploaded as part of the online application process. Instructions are detailed within the online application process.
- c) Applicants who do not consent will not be employed, placed or enrolled in a Department site. The ongoing employment of current employees who refuse to consent to a Nationally Coordinated Criminal History Check when required to do so will be subject to further consideration, including possible disciplinary action, which could lead to termination of employment.
- d) The Screening Unit submits details of applicants to the Australian Criminal Intelligence Commission for processing through the NPCS Support System.
- e) The Australian Criminal Intelligence Commission returns the search result to the Screening Unit, including, where relevant, disclosable criminal convictions recorded against the applicant.
- f) If cleared, the applicant receives an SMS, is notified in writing via email, and is issued a Screening Clearance Number (SCN).
- g) If a criminal conviction(s) is returned for the applicant, the Screening Unit reviews the conviction(s) against the Criminal Convictions Suitability Criteria.
- h) For convictions warranting further consideration, the Screening Unit:
 - o advises applicants in writing of the result of the Nationally Coordinated Criminal History Check;
 - o gives them the opportunity to explain the circumstances surrounding the conviction(s); and
 - o may request the applicant to submit two character references in support of their application, together with any other relevant information that may assist in the assessment of the criminal conviction(s).
- i) The Screening Committee reviews responses received from applicants together with all other relevant information, assesses each case on its merits and makes employment, placement or enrolment recommendations/decisions.
- j) The Screening Unit advises applicants who have been deemed by the Screening Committee as unsuitable for employment, placement or enrolment, that their application has been refused clearance. The applicant will be advised in writing of the outcome of the Screening Committee's decision and of their right to request a review.
- k) An applicant who has been refused clearance by the Screening Committee has the right to request a review of that decision. A review request is required to be received by the Screening Unit in writing within 10 business days of the date of notification of their clearance refusal.

- I) Convictions of applicants who are not current employees that are assessed to be less serious are considered for clearance by the Manager, Screening, Professional Standards and Conduct, in consultation with the Executive Director, Professional Standards and Conduct.

APPENDIX E. SCREENING COMMITTEE

E.1. ROLE AND TERMS OF REFERENCE

The role of the Screening Committee is to:

- assess the cases of applicants for Nationally Coordinated Criminal History Checks who have been found to have serious criminal convictions;
- make informed assessments and recommendations/decisions based on all available information with regard to the Criminal Convictions Suitability Criteria;
- operate in the strictest of confidence in relation to sensitive Criminal History Information (in accordance with the Australian Criminal Intelligence Commission Agreement);
- consider each applicant's criminal history information on a case-by-case basis in context of the Criminal Convictions Suitability Criteria;
- make decisions on behalf of the Director General with regard to applicants who are current or prospective employees, and tertiary students seeking a school-based practicum placement, whose convictions, including those that are spent, are disclosed as a result of a Nationally Coordinated Criminal History Check; and
- make recommendations on behalf of the Director General for applicants who are seeking to enrol in a public school as a post compulsory student whose convictions, including those that are spent, are disclosed as a result of a Nationally Coordinated Criminal History Check.

Full terms of reference are available on the [Screening website](#) (D24/0659956).

E.2. COMPOSITION

The Screening Committee is chaired by the Executive Director, Professional Standards and Conduct, with the Manager, Professional Standards and Conduct acting as the Deputy Chairperson. Other members of the Committee are determined as appropriate, but will include a Director from the People Services Division, and a person with cultural knowledge and representation of Aboriginal communities, at management level or higher.

The Committee convenes as often as required to fulfil its functions satisfactorily. The Executive Director, Professional Standards and Conduct confirms that all members have undergone a Nationally Coordinated Criminal History Check, using the Department's current criminal record check system. This must be current and in accordance with the Australian Criminal Intelligence Commission-Agreement for individuals who view criminal history information.

The Executive Director, Professional Standards and Conduct, through appropriate consultation, determines the membership of the Committee, including substituting members or removing a member(s) who is no longer deemed suitable.

E.3. PROXIES

Members who are unable to attend a Screening Committee meeting are not permitted to send a proxy. However, if cases listed on the Screening Committee agenda have been considered by a Committee member prior to the meeting, the recommendations of an absent Screening Committee member can be presented by the Executive Officer for discussion.

E.4. QUORUM

A quorum will consist of five (5) members.

E.5. CRIMINAL CONVICTIONS SUITABILITY CRITERIA

Where an applicant's Nationally Coordinated Criminal History Check returns a criminal conviction their application for a criminal record clearance will be assessed against established criteria to determine their suitability to receive a Screening Clearance Number (SCN).

If one or more of the below criteria apply, the application is generally **refused**:

- **The conviction is of a violent or sexual nature, or involves dealing or trafficking of illicit drugs**
- **A term of imprisonment was imposed as a consequence**
- **The conviction would normally result in dismissal if committed by a person employed by the Department.**

The Screening Committee **may** also consider the below criteria in making their determination (particularly where the criteria above are not applicable):

- The nature and seriousness of the conviction
- Whether the offence involved a child (under the age of 18), or was witnessed by a child
- The penalty imposed; and whether the conviction was 'spent'
- The age of the applicant when convicted in relation to the time of application
- The recency of the offence and/or the number of years since the last offence
- Patterns of offending behaviour identified in criminal history
- Involvement in counselling and/or support services
- Other extenuating circumstances.

Note: If an applicant has been deemed as unsuitable because of a sexual offence against a child (under the age of 18), their names will be recorded by the Department on a 'not to be employed list' and the information will be made available to other education authorities on request.

Applicants with criminal convictions may be requested to submit character references in support of their application. All information that is provided to the Screening Committee from the Australian Criminal Intelligence Commission and Western Australia Police Force will be considered.

The applicant will be advised in writing of the outcome of the decision and informed of their appeal rights if they have been deemed as unsuitable.

E.6. REQUESTS FOR REVIEW OF SCREENING COMMITTEE DECISIONS

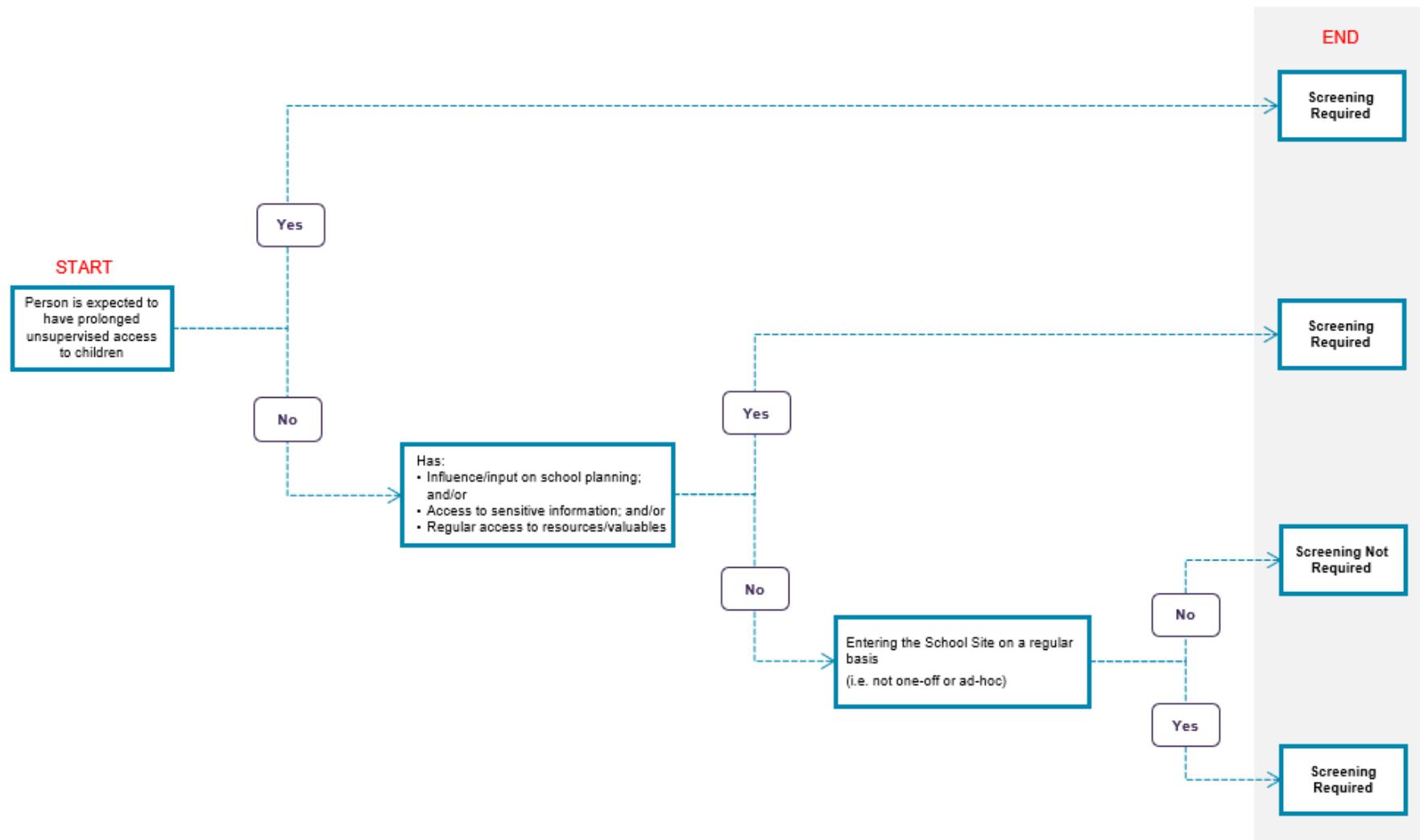
An applicant who has been refused clearance by the Screening Committee, due to the person's criminal history deemed to be in breach of the Criminal Convictions Suitability Criteria, has the right to request a review of that decision. A review request is required to be received by the Screening Unit, in writing, within 10 business days of the date of notification of their clearance refusal.

The review request must outline additional information that has not been previously provided, explaining the reasons why the applicant believes their criminal history does not breach the Criminal Convictions Suitability Criteria, and employment or placement would not pose a risk. This additional information will be considered by the Screening Committee and the applicant will be advised in writing of the outcome.

A second request for a review can be submitted, if the applicant discusses this intention with the Executive Officer to the Screening Committee. Ordinarily, a third request for a review will not be accepted.

APPENDIX F: SCREENING OF NON-EMPLOYEES

Person is engaging in child-related work



Person is not engaging in child-related work