



# Criminal convictions suitability criteria

## Providing safe learning and working environments for students and staff is of paramount importance to the Department of Education

All employees, pre-service teachers and most volunteers and third-party providers must consent to the Nationally Coordinated Criminal History Check (NCCHC) being processed through the Australian Criminal Intelligence Commission.

Where an applicant's NCCHC returns criminal history, their application for a criminal record clearance is assessed against established criteria to determine their suitability to be cleared and receive a Screening Clearance Number (SCN).

### Criminal convictions

A Screening Committee considers applications where a criminal conviction for a serious offence is identified, and makes decisions based on a case-by-case approach, considering individual circumstances.

### Suitability criteria considered by the Screening Committee

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 penalty
- The conviction would normally result in dismissal if committed by a person employed by the Department

The Screening Committee may also consider the following 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, support services or both
- 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.

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.

More information is available at:

[Nationally Coordinated Criminal History Check - Department of Education](#)