

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

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 that is less than 12 months old at the time of commencement with the Department. The Department accepts the Nationally Coordinated Criminal History Check conducted through the Teacher Registration Board of Western Australia (TRBWA) as long as the date of the TRBWA check is less than 12 months old at the date of commencement. The TRBWA date may be referred to as either the Criminal Record Check date, or the Fit and Proper Assessment date.

If the TRBWA check is older than 12 months at the date of commencement, the teacher is required to consent to a Nationally Coordinated Criminal History Check, through the Department's Screening Unit, regardless of their teacher registration status.

A Screening Clearance Number is issued to all teaching staff who are cleared through the Department's Screening Unit. A Screening Clearance Number can be issued to a teacher who has been cleared through the TRBWA, if that clearance is less than 12 months old at the time of commencement, upon request to the Screening Unit. The teacher is required to provide evidence of a recent (i.e. less than 12 months old) TRBWA Nationally Coordinated Criminal History Check before a Screening Clearance Number can be issued.

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 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 paid by the Screening Unit 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.

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.

B.4 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 6 months at the date of commencement. The clearance will be valid for three years, unless there is a non-work period greater than 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 Clontarf Foundation employees, exam invigilators, specialist assessors, swimming instructors/supervisors, exam writers/markers (refer to 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-service occurs of twelve (12) months.

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

B.5 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.

B.6 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.7 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 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 current 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.8 VOLUNTEERS

People who are undertaking a volunteer role within the Department may be required to consent to a Nationally Coordinated Criminal History Check, at a reduced fee. 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 assigned to a school by an organisation that has a Service Agreement with the Department, such as *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 for 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 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.9 CONTRACTORS AND OTHER TEMPORARY STAFF

Contractors who are employed by the Department on long-term projects that are 21 business days or more in a 12-month period 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.

People who are only contracted on an isolated or short-term basis (20 business days or less within a 12-month period) in a temporary capacity (such as temporary clerical officers) are not required to have a Nationally Coordinated Criminal History Check through the Department's Screening Unit (refer to Appendix F for guidance).

Central Office contract managers are required to confirm appropriate criminal history screening, through the Department's Screening Unit, has been undertaken where a service agreement or licence arrangement is in place. Principals are required to confirm appropriate criminal history screening, through the Department's Screening Unit, has been undertaken for school-level arrangements.

Screening requirements for specific groups of Contractors are as follows:

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 and the respective ICT Company.

Public Private Partnership (PPP) – PPP program 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.

Building Management and Works – Contractors employed by the Department of Finance's Building Management and Works section are not required to consent to a Nationally Coordinated Criminal History Check through the Screening Unit, as existing arrangements between the Department's Screening Unit and BMW are in place regarding criminal history screening.

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/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/Agreement; or every three (3) years if not employed under a Contract/Agreement with the Department.

B.10 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.

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.11 EMPLOYEES OF OTHER AGENCIES

Employees of other agencies, including Registered Training Organisations and other providers, who undertake regular work in schools or deliver a service, such as therapy assistants, and Trade Training Centres, 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 in a public school.

Employees from other agencies (Commonwealth and State) who are offered a secondment to the Department of Education must consent to a Department of Education Nationally Coordinated Criminal History Check and be issued with a Screening Clearance Number before commencement.

School Nurses and Western Australian Country Health Service employees are not required to consent to a Nationally Coordinated Criminal History Check through the Department of Education Screening Unit to work in schools, however, schools must sight their Department of Health Nationally Coordinated Criminal History Check 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 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 RESIDENTIAL COLLEGES

Employees based at Residential Colleges 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.

Local Input Networking and Communications (LINC) committee members 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 college employees for 21 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 College for 21 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-service occurs.

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

B.13 COMMUNITY GROUPS

Community Groups may enter into formal arrangements (a Licence) with a school or the Department to use school property and/or facilities. These arrangements vary between schools. If any arrangement is reached where members or participants of the Community Group will be on a school or other Department site during the school day, during Term time, all members will be required to consent to a Nationally Coordinated Criminal History Check through the Department's Screening Unit, and be issued a current Screening Clearance Number, before commencement at the school or other Department site. This requirement must be included in the formal Licence.

Principals and site managers will make the decision whether a Nationally Coordinated Criminal History Check is required for an arrangement with a Community Group where school facilities are used exclusively outside of school hours, or only during school holidays (refer to Appendix F for guidance).

Community Groups are not considered volunteers and must pay the full fee.

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

B.14 CANTEEN/CAFETERIA MANAGERS AND UNIFORM SHOP MANAGERS

Managers and coordinators 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).

Parent volunteers are not required 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 should consent to a Nationally Coordinated Criminal History Check (refer to Section B.8 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