

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 (staff only) and the Screening website.
- b) Applicants complete the online Nationally Coordinated Criminal History Check indicating that consent is given, provide the required four (4) items of identification and return this with their signed Summary Sheet, which must have the Photograph and Identity Verification section correctly completed. The four (4) items of Identification must be posted to the Screening Unit, or scanned and emailed by the school or branch of the Department to the Screening Unit, with the Summary Sheet. Instructions are detailed on the Summary Sheet.
- 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.
- 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:
 - advises applicants in writing of the result of the Nationally Coordinated Criminal History Check;
 - gives them the opportunity to explain the circumstances surrounding the conviction(s); and
 - 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.
- l) 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 and, as required, members of the Screening Committee.