

APPENDIX F SCREENING OF NON EMPLOYEES AND CONTRACTORS

Band 1	Band 2	Band 3
Mandatory screening	Discretionary	Screening not required
<p><i>Primarily seasonal employees, contractors, or longer-term agency staff.</i></p> <p>Screening is required when people are engaged to provide a service for a duration of 21 or more business days in any 12 month time period, or are employed on a seasonal basis. The following describes these circumstances:</p>	<p><i>Primarily volunteers.</i></p> <p>Principals and site managers are best placed to make decisions as to whether a criminal record check is needed for those who volunteer their services. The decision to request a Nationally Coordinated Criminal History Check should be based on an assessment of risk, using the indicators below:</p>	<p><i>Primarily short-term agency staff.</i></p> <p>Screening is not required when people are engaged to do very short-term work that is finite, i.e. less than 21 business days on a temporary assignment</p>
<ul style="list-style-type: none"> • Person is a paid employee, who only works on a seasonal basis • Person will be based on Department site for more than 21 business days in any 12 month time period • Person will have access to students (supervised and/or unsupervised) • Person will have the capacity to freely move within the worksite • Person is engaged through a formal contract/service agreement • The person is employed by an organisation who has won a tender awarded by the Department to engage specific services over a period of time • Where a Community Group is located on a Department site and members are in attendance during school hours 	<p>Person is primarily volunteering their services.</p> <p>Due consideration to be given to:</p> <ul style="list-style-type: none"> • role the person will have • level of responsibility the person will have • frequency of on-site attendance • accessibility to students (supervised and unsupervised) • accessibility to information, resources, valuables • level of overall unsupervised access within the site • duration of the volunteering (a finite time or ongoing) • other probity checks that may already be in place (e.g. Working With Children Check; a National Police Certificate) 	<p>However, factors such as the following should be considered:</p> <ul style="list-style-type: none"> • level of access to students (supervised or unsupervised) • level of access to resources, valuables • level of access to potentially sensitive/confidential information • level of input into decision-making or influencing on school planning • that the work is short-term (i.e. less than 21 business days), and end-dated • other probity checks being mandatory, and are confirmed before commencement (e.g. Working With Children Check; National Police Certificate) <p>Site manager still has discretion to require that a Nationally Coordinated Criminal History Check be undertaken through the Screening Unit.</p>
<p>Examples may include:</p> <p>ICT contract staff; chaplains; ; remote schools attendance strategy officers; therapy assistants; Clontarf Foundation employees; exam invigilators; GATE assessors, school council/board members; residential college LINC members; Playgroup WA coordinators & facilitators engaged through a 'supported' arrangement; canteen and uniform shop managers & coordinators; members of a community group on a school site during school hours; RTO and Trade Training Centre employees.</p>	<p>Examples may include:</p> <p>Reading assistance programs, religious instructors, contractors employed or engaged for 20 business days or less.</p>	<p>Examples may include:</p> <p>Temporary clerical staff; contract cleaners & gardeners (through an agency for 20 business days or less); guest speakers undertaking one-off presentations in schools.</p>