



## PRE-EMPLOYMENT CHECK POLICY

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### **PURPOSE**

St Andrew's Anglican College is committed to ensuring that the students are supported by qualified staff members and that its community is as safe as possible.

St Andrew's is also committed to taking meaningful actions to protect its students, finance, property, and other assets. This policy explains the procedures for conducting pre-employment background checks for all staff positions.

### **RATIONALE**

St Andrew's relies on and highly values the contributions made by individuals to the achievement of our goals. Our intention is to recruit and retain staff of the highest quality to support and educate our students in a safe and supportive environment.

### **APPLICATION**

This policy applies to all prospective employees, contractors, and volunteers.

### **POLICY**

Information discovered through the background check process will be used solely for the purpose of evaluating a candidate's suitability for employment. It will not be used to discriminate against a candidate on the basis of race, colour, religion/creed, sex/gender, age, sexual orientation, national origin, genetic information, marital/familial status, disability, military, or veteran status.

### **HOW WILL THE COLLEGE USE THE PERSONAL INFORMATION YOU PROVIDE?**

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

### **APPLICANTS, EMPLOYEES, VOLUNTEERS AND CONTRACTORS:**

In relation to personal information of job applicants, employees, volunteers and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, employee, or contractor, as the case may be. The purposes for which the College uses personal information include:

- In administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds and marketing for the College;
- To satisfy the College's legal obligations, for example, in relation to child protection legislation and the Anglican Church's National Professional Standards Register Check.

### **WORKING WITH CHILDREN CHECK**

All potential staff and volunteers, other than Registered Teachers, whose positions involve working with children are required to hold a valid Blue Card. By completing an application for a Blue card it is understood that by signing the application form they are consenting to the screening process under the Working with Children Act 2000.

Potential staff (paid employees, volunteers and students) are to be advised that it is an offence for a 'disqualified person' to sign a blue card application form or a renewal form.

All potential staff must undergo a "Working with Children Check" (WWC) by the Public Safety Business Agency. This requirement also extends to volunteers and self-employed persons. The College will provide the appropriate form and instructions for this check, and the candidate must present the completed form, along with two approved forms of identification, and in the case of paid employees or self-employed persons, a payment as per current application requirements is payable to Blue Card Service either by cheque or credit card, this should be provided to the Human Resources Manager along with the completed application form. Appointments are made subject to the successful outcome of this check. The HR Administrator maintains a database record of blue card eligibility for all employees, volunteers and contractors of the College. Employees lodging a paid application form are eligible to commence duties from the date of application. See Appendix A for positions requiring a WWC.

**The Blue Card screening system is comprised of:**

- a National Police Check;
- consideration of any charge or conviction for an offence, whether or not a conviction is recorded;
- consideration of whether a person is a respondent to or subject to an application for a child protection prohibition or disqualification order; or whether a person is subject to reporting obligations under the *Child Protection (Offender Reporting) Act 2004*;
- disciplinary information from professional organisations associated with teachers, childcare service providers, foster carers, nurses, midwives and certain health practitioners; and
- information from police investigations into allegations of serious child-related offences will be taken into account even if no charges were laid because the child was unwilling or unable to proceed.

**ANGLICAN CHURCH NATIONAL PROFESSIONAL STANDARDS REGISTER CHECK**

All applicants over 18 years of age applying for a position at St Andrew's Anglican College are required to undergo a check against the Anglican Church's National Professional Standards Register.

**PRE-EMPLOYMENT BACKGROUND CHECK**

As this Policy seeks to ensure the recruitment of high quality employees, to better manage the risks associated with Employee Background Checks and in the interests of sound governance the College will ensure that prospective staff are appropriately risk assessed. This is particularly for those positions where trustworthiness, and integrity are deemed as inherent requirements of the particular position, for example positions that involve certain financial delegations and/or access to sensitive or confidential information.

The types of checks which may be required are listed below but are not limited to;

- National Police Check (NPC)
- Traffic Check
- Employment Verification Check
- Employment Reference Check
- Workers Compensation Check
- Tertiary/Trade Qualifications Check
- Professional Memberships Check
- Professional Qualifications Check
- Bankruptcy Check
- Business Interests Check
- Financial Regulatory Check
- Work Entitlement Check

The positions identified as requiring additional background checks are listed in Appendix A, and must be identified as such at the time of vacancy. Applicants will be required to authorise all employment checks including an external background check during the

application process. See Appendix A for positions requiring one or more of the checks listed above.

Any variations to this policy are at the Principal's discretion and will be done in a manner that is fair, equitable and reasonable. From time to time this appendix may be amended to reflect changes to legislation and College requirements.

The HR Manager is responsible for reviewing the positions identified as requiring employee Background Checks to ensure the inherent requirements of the role require such checks. The HR Manager will ensure that advertisements and recruitment related paperwork reflect this requirement.

The Principal together with the HR Manager, Business Manager or Deputy Principal, are to be involved in any discussions involving the results of an Employee Background Check and to consider any impact of such results on the employment options for that particular person.

## Legislation

### Commonwealth

Age Discrimination Act 2004  
 Disability Discrimination Act 2004  
 Workplace Gender Equality Act 2012  
 Australian Human Rights Commission Act 1986  
 Australian Human Rights Commission Regulations 1989  
 Racial Discrimination Act 1975  
 Sex Discrimination Act 1984  
 Fair Work Act 2009  
 Privacy Act 1988  
 National Privacy Principles

### State (Queensland)

Anti-Discrimination Act 1991  
 Working with Children (Risk Management and Screening) Act 2000  
 Education (Queensland College of Teachers) Act 2005

<b>» Policy Management</b>	
<b>Date of development</b>	<b>June 2015</b>
<b>Review period</b>	<b>2 Years</b>
<b>Date last reviewed</b>	
<b>Due for review</b>	<b>June 2017</b>
<b>Responsibility</b>	<b>HR Manager</b>
<b>Responsible Executive</b>	<b>Principal</b>
<b>Access by Parents</b>	<b>No</b>
<b>Access by Public</b>	<b>No</b>
<b>Include on Staff Compliance Form</b>	<b>No</b>
<b>Related Policies &amp; Documents</b>	<b>Privacy Policy                      Employment Notice-Collection of Private Information                      Employment Application Form                      Blue Card Policy                      Recruitment Policy                      Recruitment Procedure</b>



## PRE-EMPLOYMENT CHECK POLICY APPENDIX A

Type of Check	Department/ Area	Area/Group	Which position requires the check	Reason for check	When check is to be completed
Visa	All	All	All who are not Australian citizens	To confirm eligibility to live and work in Australia	Prior to starting employment
Professional Standards Check	All employees over 18 years of age	All	All	To confirm suitability to be employed at an Anglican Diocesan owned school	Prior to starting employment
Qualifications	All	Teaching Staff	All	To ensure suitably qualified/QCT compliance	Prior to starting employment
Qualifications	All	Professional Staff	Finance Manager, Business Manager, Accountant, ICT Director, HR Manager	To ensure suitable qualified to fulfil the role requirements	Prior to starting employment
Reference	All	All	All	To confirm suitability to undertake a particular role	Prior to offering the position
WWC	Childcare Centre	OSHC/Childca re	All staff	Activities of services for children	Prior to offering the position or at the time of employment

WWC	Corporate Services	Facilities, Administration, Finance, Development Office, Ancillary Services	All staff	Working at a School (other than a registered teacher or parent)	Prior to offering the position or at the time of employment
WWC	Education Support Services	Aides, Lab Technicians, Education Support Officers, Careers, VET	All staff	Working at a School (other than a registered teacher or parent)	Prior to offering the position or at the time of employment
NPC	Executive/ Senior Leadership	Executive/Snr Leadership	All	College Leaders	Prior to starting in the role
NPC	Corporate Services	Business Manager/Finance Manager/ Finance staff	Staff as designated by the Principal or Business Manager	Certain levels of financial delegation and/or access to confidential/ sensitive information	Prior to starting employment
NPC	Corporate Services	ICT Department	Staff as designated by the Principal or Business Manager	Access to confidential/ sensitive information	Prior to starting employment
NPC	Corporate Services	Human Resources	Staff as designated by the Principal or Business Manager	Access to confidential/ sensitive information	Prior to starting employment