Nationally Coordinated



Criminal History Check

Guideline

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Administrators AD Research Operations

AD Student Success and Wellbeing

AD Talent Acquisition, Organisaitonal Development and Workforce Diversity

# Intent

#### The intent of this Guideline is to —

##### provide information on the requirements of the Nationally Coordinated Criminal Safety Check (NCCHC).

#### In this Guideline —

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# Introduction

#### The Department of Education (DoE) requires people working, volunteering or visiting a public school to consent to a NCCHC processed through the DoE’s Screening Unit and be allocated a Screening Clearance Number (SCN) before they enter a school.

#### Please note that the NCCHC is in addition to any obligations under the Working with Children (Criminal Record Checking) Act 2004, and applies to members of the University Community who work at or visit public school.

#### Following an NCCHC an Screening Clearance Number will be issued.

#### The SCN will be valid for a period of two years from the date of clearance.

#### You will need to be re-screened every two years.

#### If you cease employment at the University for a period of six months or more, you must be re-screened upon re-employment and be issued with a SCN before entering a public school.

#### If you have a change in your criminal history status since you were cleared (i.e. have been changed and/or convicted) you need to inform the DoE Screening Unit via —

##### email [screening@education.wa.edu.au](mailto:screening@education.wa.edu.au)

#### **Table 1** provides guidance on screening requirements.

# Table 1 Screening Requirements

|  |  |  |
| --- | --- | --- |
| **Band 1** | **Band 2** | **Band 3** |
| **Mandatory Screening** | **Discretionary Screening** | **Screening not Required** |
| Primarily seasonal employees, contractors, or longer-term agency staff.  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 —   * 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. | Primarily volunteers.  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 —   * Person is primarily volunteering their services   Due consideration to be given to —   * the role the person will have * the level of responsibility the person will have * the frequency of on-site attendance * the 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). | Primarily short-term agency staff.  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.  However, factors such as the following should be considered —   * 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).   Site manager still has discretion to require that a Nationally Coordinated Criminal History Check be undertaken through the Screening Unit. |

Table 1 continued

|  |  |  |
| --- | --- | --- |
| **Band 1** | **Band 2** | **Band 3** |
| **Examples** | **Examples** | **Examples** |
| Examples may include —   * 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 | Examples may include —   * Reading assistance programs; * religious instructors; * contractors employed or engaged for 20 business days or less. | Examples may include: Temporary clerical staff; contract cleaners & gardeners (through an agency for 20 business days or less); guest speakers undertaking one-off presentations in schools. |

# Applying for NCCHC

#### To apply for the check, or for more information visit [Nationally Coordinated Criminal History Check - Department of Education](https://www.education.wa.edu.au/ncchc)

#### The application fee of $46.00 will be covered by the DoE Screening Unit for Employees. For this to happen, the following information needs to be entered —

##### on the Purpose of Application tab of the application, under reason for applying for a Nationally Coordinated Criminal History Check —

###### enter “school” under “which of the following best describes where you will be based;

###### enter “University of Western Australia Supervisor” under specific worksite location.

##### on the Application Payment tab of the application, select Money Order.

End