



SCREENING POLICY

Note:

See also Human Resource Policy Manual – Employee Screening (Section 4.12).

The Country High School Hostels Authority has a duty of care to students to ensure that visitors and maintenance and building project personnel requiring access to the residential college are suitably screened.

1 Screening of Visitors

College Managers will be expected to use their own judgement based upon their knowledge of the visitor and the nature of the visit in determining which college visitors will be required to complete the Visitors' Screening Form - Confidential Declaration (see attached).

The Confidential Declaration form is to be completed by persons who are not Department of Education or Country High School Hostels Authority employees, but who do require access to the residential college eg Board Members and those persons who will be near students, eg tutors, parents assisting with students at the college, volunteers, visiting artists, performers, and tradespersons carrying out repairs.

Should a conviction be declared, then the College Manager may request that a police clearance be obtained. See Human Resource Policy Manual – Appendix 4.7A for consent and application form.

Signed Confidential Declaration forms are to be retained by the residential college on a separate file and eventually archived.

2 Screening Of Maintenance and Building Project Personnel

Entry to Residential College

For maintenance and minor works activities it is expected that visitors will enter the grounds via the residential college administration office. For larger building projects (eg when the construction site is fenced) procedures allow for personnel to go directly to the worksite.

College Manager's Responsibility

Regardless of any arrangements the College Manager needs to be satisfied about all persons accessing the residential college. Despite any contractual arrangements giving a contractor "possession of a site", the College Manager has ultimate control over the college and as such has the right to:

- require evidence of screening
- require a Confidential Declaration form to be signed
- order persons from the residential college premises.

2.1 Maintenance and Minor Works Personnel

This group consists of goods and service providers (consultants, contractors and tradespersons).



Residential College Action:

Confidential Declaration forms are to be completed.

2.2 Major Building Project Personnel – Builder and Sub Contractors

Where the builder maintains control of a building site, the builder shall:

- ensure all personnel on the site have been screened through a police criminal record check or have completed a Confidential Declaration form.
- liaise with the College Manager and supply on a weekly basis a list of persons who have entered the site, sorted by:
 - a) those with a police clearance;
 - b) those who already provided a Confidential Declaration form to the residential college;
 - c) those who have completed a Confidential Declaration form for the builder.
- provide to the College Manager a copy of all police criminal records, and declaration forms completed for the builder.

On this basis, workers are authorised to transit directly to the construction site without the need to check in at the residential college administration office.

However, once the builder ceases to maintain a controlled building site, or where the nature of the work makes a controlled building site impractical, all access to the residential college will be through the residential college administration office.

Residential College Action:

Liaise with the builder, and check clearances and Confidential Declaration forms for inappropriate histories.

Where convictions are disclosed by a police criminal record check, College Managers should contact the Department of Education's Screening Policy Officer, Central Office.

Attached:

- Information about the Confidential Declaration Form
- Confidential Declaration Form

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Country High School Hostels Authority
Government of Western Australia



INFORMATION ABOUT THE CONFIDENTIAL DECLARATION FORM

In 1997 the Department of Education joined other Australian states to implement the *National Strategy in Schools for the Prevention of Paedophilia and Other Forms of Child Abuse*. The Confidential Declaration form is designed to help with this strategy.

The Confidential Declaration form is for persons who are **not** Department of Education or Country High School Hostels Authority employees, but who do require access to the residential college eg Board Members and those who will be with or near students e.g. tutors, parents assisting with the students at the college, volunteers, visiting artists, performers, or trades-people carrying out repairs, etc.

By completing this form you will help the Country High School Hostels Authority to ensure that Western Australian country residential colleges are safe places for our children.

Confidentiality

Please be assured that unless statutory obligations require otherwise, the information on the completed form will not be used without your consent for any purpose other than in relation to your entry onto the residential college premises or accompanying students on excursions.

The completed form will be treated with the utmost confidentiality at all times.

For enquiries about the Country High School Hostels Authority's visitor screening process please contact the Department of Education's Screening Policy Officer on 08 9264 4391.

Thank you for taking the time to read this information.

- **Note for Troupes, artists, musicians, circus acts, etc, who visit various residential colleges:**

If you visit many residential colleges, for example if you are a visiting theatre act, then you may register with the Department of Education's Central Office by contacting the **Screening Policy Officer** on **08 9264 4391**. This will enable you to move from one residential college to another without having to complete the Confidential Declaration form each time.



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VISITORS' SCREENING FORM

CONFIDENTIAL DECLARATION

This form is for persons requiring access to residential colleges who are not employees of the Department of Education or the Country High School Hostels Authority.

Please read carefully and tick **one** of the boxes below.

(1)	I declare that I <u>do not have</u> any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
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or

(2)	I declare that I <u>do have</u> convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.	<input type="checkbox"/>

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name:

(PLEASE PRINT CLEARLY)

Signature:

Date:

Company (if relevant):

Address:

Telephone/Email:

Visitor to:

_____ Residential College