



**CORPORATE PROCEDURE:
Criminal & Relevant History Screening**

| DOCUMENT MANAGEMENT | |
|----------------------------------|---|
| Document Number | sp2019_028 |
| Summary | Supports compliance with the SA Health <i>Criminal & Relevant History Screening Policy Directive</i> by outlining the requirements and procedures for Working with Children Checks of persons seeking engagement, or engaged, to undertake duties for the Women's & Children's Health Network (WCHN) or are contracted by WCHN for services. |
| Applies to: | This Procedure applies to all persons working for, or seeking to work for, WCHN and/or at WCHN sites, including: <ul style="list-style-type: none"> • All employees and prospective employees of WCHN and other SA Health employees working at WCHN sites; • All non-employees, including: <ul style="list-style-type: none"> ○ Agency staff, service providers, contractors and sub-contractors; ○ Access Appointments; ○ Students; ○ Volunteers; ○ Consumer representatives; ○ Persons undertaking research at, for, or on behalf of WCHN; ○ Other persons working at WCHN sites. |
| Exceptions | See Section 10 - Seeking exemption under the 'Excluded Persons'. Exemptions will not be granted where doing so gives rise to non-compliance with the provisions of the <i>Children's Protection Act 1993</i> and/or any other applicable legislative requirements. |
| Replaces | Criminal and Relevant History Screening procedure sp2017_057 |
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| Oversight Committee | People & Culture Committee |
| Accountable Director | Executive Director, People & Culture |
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Compliance with WCHN Procedures is mandatory.
INFORMAL COPY WHEN PRINTED



Document History

| Version | Date | Writer | Amendment/s | Status |
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| V1.5 | 7/11/2019 | HR Consultant | Revisions following legislative compliance review | draft |
| V1.4 | 28/8/2019 | HR Consultant | Revisions following feedback | draft |
| v1.3 | 08/08/2019 | SQU | broad consultation phase | draft |
| V1.2 | 31/07/2019 | HR Consultant | Revisions following changes to legislation requirements effective 1 July 2019 | Draft |
| V1.0 | 24/01/2018 | Director HR Operations & Performance | Final Version Endorsed by ED P&C | APPROVED |

| MANAGER RESPONSIBILITIES: |
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| Managers are responsible for: <ul style="list-style-type: none"> ensuring staff are aware of this procedure; have the skills and knowledge to undertake the actions described; and escalating any issues with the implementation of this procedure through the appropriate mechanism. |

| WCHN White Ribbon Commitment |
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| The Women’s and Children’s Health Network (WCHN) recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards men’s violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community. |



DETAILED STEPS, PROCEDURES AND ACTIONS:

The Women's and Children's Health Network (WCHN) is committed to ensuring that WCHN complies with legislation, SA Government and SA Health requirements for criminal and relevant history screening, and that risks to clients, patients, employees, other workers and the organisation are minimised.

This procedure should be read in conjunction with the [SA Health Criminal and Relevant History Screening Policy Directive](#).

PROCEDURE DETAILS:

1. WCHN Criminal History Screening Requirements - information

From 1 July 2019, persons engaged for employment or services¹ in prescribed positions/service categories, as determined by WCHN under the Child Safety (Prohibited Persons) Act 2016 and Child Safety (Prohibited Persons) Regulations 2019, will require a Working With Children Check (WWCC) issued by the Department of Human Services (DHS) (within South Australia), which requires review in 5 years. Previously issued Department of Communities and Social Inclusion (DCSI) Child-related employment screenings remain valid under legislation until their nominated expiry (3 years from date of issue), at which time a WWCC will be required.

Reference throughout this Procedure to WWCC also encompasses a DCSI Child-related employment screening that has not yet expired.

From 1 July 2019, it is an offence to:

- work or volunteer in a child-related role without a WWCC.
- work or volunteer in a child-related role if a person is 'prohibited from working with children.
- employ a person or volunteer for a child-related role who does not have a valid WWCC, or is a prohibited from working with children.

The effective date of a WWCC represents that date of assessment. The expiry date provided indicates when the next full assessment is required to be undertaken. To help keep children safe in our communities, from 1 July 2019, continuous monitoring of relevant criminal history of persons whom have previously undertaken a WWCC will be undertaken by DHS (explained further in section 7).

The validity of a WWCC can only be ascertained by viewing the person's record on the DHS Portal ("the Portal")². The receipt of a WWCC Certificate/Assessment alone does not meet the legislation requirements; refer to section 2 regarding validation process.

Service Groups registered as a Provider under the National Disability Insurance Scheme:

WCHN has determined that individuals that hold a WWCC are exempt from requiring a Disability Services screening, as per the *Disability Services (Assessment of Relevant History) Regulations 2014* as below:

14—Exemption

(1) A responsible authority for a prescribed disability service provider is exempt from the requirement under section 5B(1) of the Act to ensure that an assessment of a person's relevant history is undertaken before the person is appointed to, or engaged to act in, a prescribed position if—

¹ volunteers, contractors and other non-employees engaged to provide services on a WCHN site or that will be communicating with children

² Contact your Division's Business Manager in the first instance for listing



- (a) a child-related employment screening has been carried out in relation to the person within the preceding 3 years; and
- (b) the child-related employment screening —
 - (i) indicates that the person does not pose a risk to the safety of children if engaged in child-related employment; or
 - (ii) does not indicate that the person is unsuitable to be engaged in child-related employment (however described).

2. WCHN Criminal History Screening Requirements - Prospective employees and contractors

Prospective employees covered by this Procedure are defined as persons considered for employment that are not currently engaged in any employment capacity with WCHN.

The following requirements also apply to prospective contractors engaged for services (costs to be attributed to the employing company or individual).

Validation of a WWCC is required by the responsible Divisional Officer³ via the Portal prior to any offer of employment being made. The WWCC unique identifier or reference number and other personal details of the prospective employee are to be used in order to search the Portal ([see work instruction](#)). The prospective employee does not necessarily need to provide a copy of their Certificate/Assessment; only sufficient details to enable the search (Full name, date of birth and reference number) are required. A 100 point identification check is also required where the check provided was not initiated by WCHN.

A copy of the search outcome must be provided as part of the notification for contract. It is the responsibility of the Divisional Officer at this time to establish the employer link ([see work instruction](#)) known as registering interest for the purpose of continuous monitoring and communication by DHS.

Where an application for a WWCC has been initiated through the Portal the employer link is automatically established.

The delegate (as per [Human Resources Delegations and Authorisations](#)) may approve the engagement of a person pending finalisation of a WWCC subject to the person being assigned duties which do not constitute prescribed duties or functions as per the Child Safety (Prohibited Persons) Act 2016 and Child Safety (Prohibited Persons) Regulations 2019. Such requests can be made via an [Engage an Individual without a Working with Children Check and/or an NPCVU form](#).

Where the expiry date of the WWCC falls within the next 6 months at the time of application, an offer of employment may be made however a new application for a WWCC must be initiated which is the responsibility of the Division (example, Panel Chair or Administration Co-ordinator). Confirmation (Application number) that this has taken place must be provided with the contract request.

A WWCC issued for the purpose of volunteering is not regarded as a valid WWCC for employment purposes under the Act. A further application for a WWCC for employment purposes must be obtained prior to an offer of employment being made.

Prospective employees and contractors are also required to provide a **National Police Check – Working with Vulnerable Persons - Unsupervised (NPCVU)**, issued by South Australian Police (SAPOL) or an [accredited SAPOL provider](#) issued within the last 6 months* prior to making an offer of employment or engagement. **Note that this requirement applies to all WCHN roles and contract arrangements.**

³ Example, panel chair, hiring manager, administration officer delegated task.



*Where an NPCVU was issued in excess of 6 months ago, and the prospective employee has held continuous SA government service since the time of issue, the Hiring Manager must obtain written evidence from each previous employer since this time to substantiate if the prospective employee has/has not disclosed that they have been charged with a criminal offence. The Hiring Manager must ensure the previous employer provides details relating to the criminal offence for consideration prior to any offer of employment being made. Consideration of any such disclosure is to be considered in the same way as disclosable history from an NPVCU as detailed below. Where this is obtained a renewed NPCVU is not necessary.

Currently there is not legislative requirement to undergo a further NPCVU post employment with WCHN.

Applicants with disclosable history reported on their NPCVU outcome are to complete the [Applicant - Advisement of NPC Results Form](#) and follow the directions on the form for consideration by the delegate to determine if the results preclude the prospective applicant from employment. The Hiring Manager will be contacted by Human Resources to complete the [Consideration of NPC Results – Manager Advice Form](#) to assist in determination of suitability. Hiring Managers are responsible for providing the [Applicant - Advisement of NPC Results Form](#) to all preferred applicants as part of their recruitment administrative process.

Prospective employees from Overseas

A prospective employee who has worked or resided overseas for more than one year is required to provide a satisfactory criminal history check from each of the overseas country/countries where they have worked/resided in within the last 10 years prior to being considered for the prospective role. Further, they must hold a valid WWCC, ensuring that DHS have been updated with their relevant addresses (see section 8).

Overseas criminal history checks conducted by external provider 'Fit2Work' on behalf of the Australian Health Practitioner Regulation Agency (AHPRA) are accepted by SA Health for overseas applicants.

3. WCHN Criminal History Screening Requirements - Existing employees

Existing employees must continue to hold a valid WWCC and undertake a further assessment prior to expiry. The continuous monitoring process introduced by DHS will ensure that any subsequent change to the individual's status will be notified to WCHN.

Employees have a responsibility to ensure they comply with this Procedure as it forms part of their employment conditions to hold a valid WWCC. Please also refer to section 7 and 9 regarding consequences for non-compliance.

It is not a requirement for existing WCHN employees who apply for another role within WCHN to provide an NPCVU (regardless of whether one has previously been obtained).

Employees returning to the Network who have worked or resided overseas

An employee returning to substantive employment who has worked or resided overseas for more than one year is required to provide a satisfactory criminal history check from each of the overseas country/countries where they have worked/resided during their absence prior to returning to duties in SA Health. Further, they must hold a valid WWCC, ensuring that DHS have been updated with their relevant addresses (see section 8).

4. WCHN Criminal History Screening Requirements – Volunteers and Consumer Representatives.

Volunteers (including WCHN Friends) and Consumer Representatives are required to obtain a Working with Children Check and a DHS General Probity Screening prior to engagement with WCHN. This is applicable to all volunteer and Consumer Representative positions.



A copy of the search outcome must be kept on record. It is the responsibility of the Volunteer Office to establish the employer link ([see work instruction](#)) known as registering interest for the purpose of continuous monitoring and communication by DHS. Where an application for a WWCC has been initiated through the Portal the employer link is automatically established.

General Probity Screenings are not currently legislated in South Australia with no requirement to further undergo this screening following engagement.

The Volunteer Manager is responsible for ensuring that all volunteers at WCHN sites maintain a current WWCC and must initiate an application for re-screening consistent with the relevant procedures outlined above in regards to existing employees.

DHS does not charge a fee to obtain screenings for volunteers.

5. WCHN Criminal History Screening Requirements – Clinical Access Appointments

There are two categories of Access Appointments, individuals who are employed elsewhere in SA Health and individuals who hold no employment relationship elsewhere in SA Health. The responsibilities of the Credentialling Officer or Allied Health Lead outlined below apply in both instances.

Responsibilities:

- Ensure that the requirements denoted for Prospective Employees are complied with prior to confirming credentialling approval.
- Responsibility for application initiation lies with the Credentialling Officer or Allied Health Lead.
- Ensure that the requirements denoted for Existing Employees are complied with. Responsibility for application initiation for renewal lies with the Credentialling Officer or Allied Health Lead.
- Ensure appropriate recording and monitoring of the expiry date occurs.
- Partner with Human Resources where an individual's status is changed to 'prohibited person' to ensure suspension of credentialing rights and all relevant SA Health Networks are advised as per Section 7 of this Procedure.
- Ensure that the employer link is established within the Portal for individuals where mutual credentialing is accepted to ensure relevant notifications are provided ([see work instruction](#)).

Attribution of costs associated with required screenings is at the discretion of the Medical Credentialling Office or Allied Health Lead engaging the individual.

6. WCHN requirements to be met by hosted SA Health services

The employing SA Local Health Network is responsible for ensuring that all employees working at WCHN sites maintain a WWCC and must initiate an application for re-screening consistent with the relevant procedures applicable in their Local Health Network.

Sections 7 and 9 are expected to be enforced by the employing Local Health Network.

The applicable WCHN Divisional Director within WCHN responsible for managing the relationship with the employing SA Health Local Health Network is responsible for informing the relevant Director of their responsibilities and ensuring their compliance. It should be noted that WCHN Human Resources cannot report on the expiry dates of such employees.

7. WWCC continuous monitoring of status – applicable to all individuals holding a WWCC

From 1 July 2019, DHS will continuously monitor individuals that hold a WWCC to ensure the safety of children in our community. As outlined in the DHS Toolkit.



DHS continuously monitors information that may affect a person's WWCC status. The system helps reduce the risk of harm to children and vulnerable people. The DHS Screening Unit receives information from a range of databases, which is automatically searched for any new information relevant to a person's WWCC status. This includes South Australian criminal history and child protection information.⁴

Information about what the Screening Unit assesses for different types of checks can be [found here](#).

The DHS Screening Unit will monitor new information that may change the clearance status of individuals. If new information is assessed to alter the clearance status of an individual, the DHS Screening Unit will notify the individual and the employer who is linked to the individual.

Further, disciplinary outcomes as the result of a finding of misconduct will be reported by WCHN to DHS, as required by the Act, and this may impact the individual's WWCC status.

The continuous monitoring process does not negate the employee's responsibilities under the *Code of Ethics for South Australian Public Sector* to, at the earliest possible opportunity, advise their manager if they are charged with a criminal offence where there would be a connection between the offending conduct and the employee's public sector duties/role or position or This applies to any other government Agency they are employed by or volunteer with. Breaches of the Code of Ethics may lead to disciplinary action, including termination of employment.

Where an individual has been issued with a prohibition notice by DHS, their status becomes known as a "prohibited person". A prohibition notice can be issued as per *Section 32 of the Child Safety (Prohibited Persons) Act 2016*. Where this occurs, the individual's linked employer will be notified.

Where WCHN Human Resources are notified by DHS that an employee has become a "prohibited person", they are responsible for:

- Partnering with the relevant Divisional Director and Executive Lead and/or Professional Executive Lead to immediately direct the employee to remain absent from the workplace pending further investigation.
- Requesting a review of CHRIS21 records via the SA Health System Administrator, or alternatively a Shared Services SA Team Leader, to identify any other employment or recorded volunteer relationships across SA Health held within CHRIS and notify the appropriate Executive of Workforce for the respective Local Health Network of the prohibition notice. This is required within 24 hours of notification.
- Where applicable, advise the Medical Credentialling Officer or relevant Allied Health Lead of the matter to ensure credentialling is immediately suspended and a review of any access appointment relationships within SA Health is undertaken and subsequently ceased.
- Complete the ZMS CHRIS record for the individual and directly notify the relevant central eRecruitment contact to record the individual on the Eligibility for Re-employment register and review Agency employee lists.

8. Obligations of individuals who hold a Working with Children Check

You must notify the Screening Unit if any of the following occur:

- a. You become prohibited from working with children in another State or Territory; or
- b. You become a registrable offender under the Child Sex Offenders Registration Act 2006; or
- c. You make a disclosure to your employer under section 66 of the Child Sex Offenders Registration Act 2006; or

⁴ DHS Toolkit



- d. There is a change in the information relating to you and the information arose after your most recent Working with Children Check (including name changes).

Notification must be made via the [Screening Unit online service](#)

A person who is responsible for a child (eg. parent or care-giver) in respect of whom child-related work is, or is to be, performed by a person (person engaged by WCHN) may require the person to provide their full name and unique identifier where requested for verification purposes. It is a condition of holding a WWCC that such a request is met. See [work instruction](#) to obtain this unique identifier.

Individuals are to note that a person who causes detriment to another on the ground, or substantially on the ground, that the other person or a third person has provided, or intends to provide, information under the Act commits an act of victimisation. Doing so may be considered an offence under the Child Safety (Prohibited Persons) Act 2016.

9. Management of individuals with expired WWCC status

Human Resources will provide notification to Divisions regarding employees whose WWCC is due to expire and requires renewal. It is the responsibility of the relevant Division to ensure that employees take necessary action to renew their WWCC in a timely manner. Notifications will be provided 6 months prior to expiry date and each month thereafter until the expiry date is reached.

Where the expiry date of the employee's WWCC is reached prior to their clearance renewal notification being received, the Division is to direct the employee to remain absent from the workplace on the employee's personal leave entitlements (paid or unpaid) until such time as the clearance is confirmed.

Those engaging volunteers, contractors or Clinical Access Appointments must ensure that engagement ceases until verification of a valid WWCC is supplied by the individual.

Exemptions are only to be considered in exceptional circumstances where core business operations will be significantly impacted, a request to the delegate (as per [Human Resources Delegations and Authorisations](#)), may be made to consider approving the continued engagement of a person pending finalisation of WWCC. Such a request is strictly subject to the person being assigned duties which do not constitute prescribed duties or functions as per the Child Safety (Prohibited Persons) Act 2016 and Child Safety (Prohibited Persons) Regulations 2019. Such requests can be made via the *Engage an Individual without a Working with Children Check and/or an NPCVU form*.

It is an offence to employ a person for a child related role who does not have a valid WWCC, or is prohibited from working with children. Fines for individuals (line managers, hiring managers, delegates etc) that commit such an offence are provided for under the Act.

10. Seeking exemption under the 'Excluded Persons' clause

The [Child Safety \(Prohibited Persons\) Act 2016](#) provides for exemptions to the requirement to hold a WWCC under *Part 9 – Meaning of excluded person*. Further explanation is provided for in the [Child Safety \(Prohibited Persons\) Regulations 2019](#). A [flow chart](#) is provided to explain these exclusions and where an exemption may be sought. Divisions must refer cases which they believe fit these reasons to the Director of HR Operations and Performance for consideration via the [Seeking Exemption Form](#). No engagement can occur until the determination is complete.

11. Criminal History Screening Costs - employees

Consistent with the SA Health *Criminal and Relevant History Screening Policy Directive*:



- Prospective employees, or existing SA Health employees who are applying for a position for which they do not hold the current requisite checks, are responsible for the cost of the necessary screening checks prior to their commencement with WCHN.
- WCHN will meet the costs in renewing WWCC for existing employees. A WWCC issued post 1 July 2019 will be valid for 5 years, except where the employee's status is changed to be a 'prohibited person'. For Child-related Screenings issued by DCSI, the relevant expiry date remains unchanged.
- Where a current SA Health employee is appointed to another position as a result of a direction by a delegate, an organisational restructure, redeployment or work injury, WCHN (or in the case of employees from another SA Local Health Network) then that LHN will meet the cost of any screening required for placement in the new position.
- Where considered necessary to attract a person to a particular position, a Level 3 Delegate (as per the *WCHN Human Resources Delegations of Authority*) may approve to carry the cost of the necessary screening checks required prior to employment. In such instances, the costs will be journaled to the employing Division.

12. Administration responsibilities – all groups

Employees:

Criminal History Screening requirements for all WCHN positions will be assessed and recorded in the Complete Human Resource Management System (CHRIS21) via the ZPC screen.

WWCC expiry/review dates for all WCHN employees will be recorded in CHRIS21 via the ZPC screen. Managers and employees may view individual clearances and expiry dates via the [HR21 self-service platform](#). Human Resources will provide regular reports to Divisions to assist with the monitoring and review of WWCC requirements for employees paid via CHRIS21. Human Resources are responsible for initiating renewal applications. Divisions are responsible for ensuring that renewal applications are submitted to DHS via the Portal in a timely manner.

Divisions are responsible for initiating the WWCC application for prospective employees.

Volunteers:

For Volunteers and Consumer Representatives, screenings and review dates (where applicable) will be maintained by the WCHN Volunteer Manager.

Contractors and Clinical Access Appointments:

The host Divisions/Credentialing Officer/Allied Health Lead engaging the individual are responsible for initiating any required applications, monitoring and ensuring compliance.

Refer to the SA Health Criminal and Relevant History Screening Policy Directive, for more information regarding screening requirements for non-employees.

System Management:

Human Resources will establish, maintain and administer WCHNs registration on the DHS Screening Online system. Human Resources will work with Divisions to identify appropriate persons to be registered as Portal Users (having both Requesting Officer and Verifying Officer capability) for the purposes of initiating screening requests as part of recruitment and selection processes. Human Resources will also assist with facilitating registration, training, instruction and guidance to designated Users.

Further information regarding the procedures as outlined below for both Organisations and Applicants including Fact Sheets and Instructions on all aspects of the application process, payments, verification of identity etc, can be found via the [DHS Screening Unit website](#).



Procedures

Initial Screening (prior to an offer of employment/engagement at WCHN)

1. The Requesting Officer will log in to DHS Screening Portal to initiate an application for screening by entering the applicant's full name, date of birth and email address, as well as indicating the type of screening required (WWCC), selecting the appropriate payment method (generally "Applicant" for pre-employment screening of prospective employees), and entering brief information about the role for which the applicant is being considered.
2. Once completed, the applicant will receive an email from the DHS Screening Unit advising that an application has been submitted on their behalf. The applicant must follow the instructions provided in this email as soon as practicable after receipt of the email in order for their application to proceed.
3. Once the applicant has followed the instructions, he or she will receive a second email from the DHS Screening Portal providing them with a secure login, user name and password for their new account. The applicant can then proceed to complete their application form online.
4. The applicant is required to complete their application, including providing payment details and requirements for verification of identification. If the applicant holds eligible forms of identification (for example current Drivers' Licence plus a valid Passport) the applicant can complete the verification requirements online. If the applicant does not hold sufficient eligible forms of identification, they will need to present suitable identification to a designated Verifying Officer of WCHN for completion of this part of the application (in some cases, the Requesting Officer may also be a designated Verifying Officer and therefore able to undertake the verification of identification).
5. Once the applicant has completed all elements of their application, the application is progressed to the DHS Screening Unit via the portal for assessment.
6. Once an assessment has been completed, the DHS Screening Unit will notify the applicant and the Requesting Officer via email.
7. The Requesting Officer is required to advise the relevant hiring manager, so the relevant appointment processes can proceed.
8. Once an assessment is completed, the applicant is then linked to WCHN as their employer by the DHS Screening Unit. If for any reason the appointment does not proceed, a representative from the Division is to notify Human Resources so that the applicant can be de-linked.
9. The applicant's employment record is established in CHRIS21, WCHN Human Resources will record the clearance reference number/unique identifier in CHRIS21, and establish a review date consistent with the stated expiry date of the clearance in respect to any WWCC and (where applicable) NPCV checks.

Re-Screening for WWCC for WCHN employees:

WCHN employees recorded in CHRIS21:

1. Human Resources will identify employees due for re-screening 5-6 months prior to the expiry of their current WWCC and will initiate an application for re-screening by entering the employees full name, date of birth and email address, as well as indicating the type of re-screening check required (WWCC), selecting the appropriate payment method (generally "Organisation" for re-screening of existing employees), and entering brief information about their role.
2. Once completed, the employee will receive an email from the DHS Screening Unit advising that an application has been submitted on their behalf. The employee must follow the instructions provided in this email as soon as practicable after receipt of the email in order for their application to proceed.
3. Once the applicant has followed the instructions, he or she will receive a second email from the DHS Screening Portal providing them with a secure login, user name and password for their account, and can then proceed to complete their application form online.
4. The employee is required to complete their application, including requirements for verification of identification. If the employee holds eligible forms of identification (for example current Drivers' Licence plus a valid Passport) they can complete the verification requirements online.



If the employee does not hold sufficient eligible forms of identification, they will need to present suitable identification to a designated Verifying Officer of WCHN for completion of this part of the application. If the employee has indicated any other names, or alias', as part of any previous application, it is important that the employee again include these details when submitting an application for re-screening. Failure to do so may result in DHS Screening Unit rejecting the application, requiring that a new application be submitted;

5. Once the employee has completed all elements of their application, the application is progressed to the DHS Screening Unit via the Portal, for assessment.
6. Once an assessment has been completed, DHS Screening Unit will notify the employee and the Requesting Officer via email.
7. Human Resources will record the clearance reference number/unique identifier in CHRIS21, and establish a new review date for the re-screening clearance.

Resources related to this Procedure are [located here](#).



RISK ASSESSMENT:

| CATEGORY | Clinical | Financial | Our People | Legislative | Organisation | Reputation |
|-------------|-----------------|-----------|-----------------|-----------------|--------------|------------|
| Likelihood | Possible | | Possible | Possible | | |
| Consequence | Minor | | Minor | Minor | | |
| Risk Rating | Moderate | | Moderate | Moderate | | |
| Description | | | | | | |

| | |
|-----------------------------|----------|
| Overall Risk rating: | Moderate |
|-----------------------------|----------|

COMPLIANCE EVALUATION:

| Compliance Measures |
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| <ul style="list-style-type: none"> WCHN People & Culture will provide monthly reporting of all current Screening records held in CHRIS21 for Divisional monitoring and review. WCHN People & Culture will monitor compliance with WWCC Screening of employees in CHRIS21, and will report any non-compliances to Divisional Directors and report to Executive when requested. WCHN Credentialing Officer / Allied Health Manager equivalent will monitor compliance with WWCC Screening of all Credentialed non-WCHN Medical and Allied Health Officers, and will provide WCHN People & Culture with notification of re-screening requirements 6 months prior to expiry of the current clearance. WCHN Volunteer Manager will monitor compliance with WWCC Screening of Volunteers and Consumer Representatives. WCHN Divisions will be responsible for monitoring compliance for all other persons engaged at WCHN, including other SA Health employees on site. |

| REFERENCING | |
|------------------------------------|---|
| National Standard/s | <ul style="list-style-type: none"> Standard 1 – Governance for Safety and Quality in Health Care |
| Definitions and Acronyms: | <ul style="list-style-type: none"> DHS – Department of Human Services (formally Department for Communities and Social Inclusion) Relevant History – Information considered by DHS in addition to criminal records |
| Legislation: | <ul style="list-style-type: none"> Child Safety (Prohibited persons) Act 2016 Child Safety (Prohibited persons) Regulation 2019 |
| SA Health: | <ul style="list-style-type: none"> Criminal and Relevant History Screening Policy Directive Employees Charged with Criminal Offences Policy Directive SA Health (Health Care Act) Human Resources Manual |
| References: | |
| Consumer Health Information | |