

# Disability Services Employment Screening

## What is it?

Disability services employment screening is a comprehensive assessment of a person's relevant history to determine whether they pose a risk of harm to the safety or wellbeing of people with disability.

The relevant history considered includes:

- findings of guilt by a court;
- charges for an offence (including pending charges) regardless of the outcome;
- information held by government and non-government agencies, including human resources information such as allegations of workplace misconduct;
- care concern investigations;
- child protection information.

Where the DCSI Screening Unit finds that an applicant poses no risk to the safety or wellbeing of a person with disability, a clearance letter is issued to the individual.

A disability services sector screening clearance is **valid for 3 years** and is transferrable across all services provided or funded under the *Disability Services Act 1993* in South Australia.

More information about the type of information considered and how it is assessed is available in the *Disability Services Employment Screening Standards* available on the DCSI Screening Unit website.

## When is it required?

Disability services providers funded under the *Disability Services Act 1993* are required to ensure that a person has undergone an assessment of their relevant history by an authorised screening unit, before being appointed or engaged in a 'prescribed' disability service position.

This applies to employees, volunteers, agents, contractors and subcontractors.



An organisation may require that existing staff or volunteers be screened at any stage to ensure the safety and welfare of persons for whom disability services are provided.

### What is a 'prescribed position'?

A prescribed position is a work or volunteer role in which the person, in the course of their duties, has or is engaged in:

- regular contact with people with a disability or working in close proximity to people with a disability on a regular basis, unless the contact or work is directly supervised at all times; or
- supervision or management of people in positions requiring or involving regular contact with people with a disability or working in close proximity to people with a disability on a regular basis; or
- access to records of a kind prescribed by regulation relating to people with a disability.

### Relevant legislation

Disability services employment screening is conducted pursuant to:

- the *Disability Services Act 1993* (SA) (the Act); and
- the *Disability Services (Assessment of Relevant History) Regulations 2014* (the Regulations).

## People working with children in the disability sector

People in prescribed roles, working or volunteering in roles working with adults with a disability are required to apply for disability services employment screening by the DCSI Screening Unit.

**People working with children** in the disability sector are required to obtain a child related employment screening clearance in accordance with the *Children's Protection Act 1993*. A disability services employment clearance alone is not sufficient for a role that involves working with children. This clearance will enable them to work with both children and people with disability.

People who already have a current child related employment screening clearance from the DCSI Screening Unit are *not* required to undergo disability services employment screening as well to work in disability services.

## What does it involve?

All matters are assessed in accordance with the principles of natural justice and procedural fairness. If the DCSI Screening Unit assesses information about an applicant that indicates they may pose a risk of harm to a person with disability, the DCSI Screening Unit will contact the applicant to discuss the matter before finalising the assessment.

Applicants have access to a review process in the event they do not agree with a screening outcome. Further information about the review process is available on our website.

## How long does it take?

The amount of time required to finalise a screening assessment depends on the relevance, complexity, and amount of information to be taken into account in each case. If there is no criminal history and no match of the applicant's name against searched databases, screening should be completed within **30 business days**.

In some cases an assessment may take more than **8 weeks**, if there is information that requires further

assessment, such as information from courts, police agencies or other sources, or if the applicant's name registers as a match against any government records accessed by the DCSI Screening Unit.

## What does it cost?

Refer to the DCSI website for the current fees.

## Is it different to a National Police Certificate?

Yes. Disability services employment screening involves assessment of a wide range of criminal and other information about an applicant's relevant history specifically focussed on highlighting any risk of harm the applicant may pose to the safety or wellbeing of people with disability in a professional or volunteer environment. A Police Certificate is limited to a record of a person's criminal conviction history.

## More information

For more information about DCSI disability services employment screening please refer to:

- [Frequently Asked Questions](#)
- the [Disability Services Employment Screening Standards](#) or
- email Disability SA : [DCSI.DisabilitySADisabilityScreeningPolicy@sa.gov.au](mailto:DCSI.DisabilitySADisabilityScreeningPolicy@sa.gov.au)

### Contacting the Screening Unit

**Email:** [DCSIScreeningUnit@sa.gov.au](mailto:DCSIScreeningUnit@sa.gov.au)

**Website:** [www.screening.dcsi.sa.gov.au](http://www.screening.dcsi.sa.gov.au)

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