

Vulnerable Person Related Employment Screening

What is it?

Vulnerable person related employment screening is an assessment of an individual's criminal conviction history to determine their suitability for employment or volunteering with vulnerable people.

This risk assessment by the DCSI Screening Unit is intended to assist an organisation make informed decisions about recruitment of its employees and volunteers.

The final decision-making responsibility about engagement rests with the employing organisation, and screening should be considered just one part of the recruitment process.

When is it required?

There are no legislative or regulatory requirements for organisations to use the DCSI Screening Unit's services for vulnerable person related employment screening.

Where screening for child-related or disability services sector roles is not required, vulnerable person-related screening may be suitable. It may be relevant for:

- health professional roles, eg nurses, radiographers, specialists;
- people working with information and communications technology (ICT roles) in which they have or will have access to files regarding vulnerable clients;
- people volunteering in aged care services that are not covered under the *Aged Care Act 1997*.

Some South Australian government departments and non-government organisations may require people working with vulnerable people to undergo this form of screening, eg as a condition of their employment or through contractual responsibility.



As an alternative to this type of screening by the DCSI Screening Unit, employer organisations may conduct their own screening assessments, by obtaining a National Police Certificate.

What does it involve?

Vulnerable person-related screening assesses an individual's criminal conviction history for any risk of harm they might pose in relation to the inherent requirements of a role which involves either working or volunteering with vulnerable people. Information may be shared with an employer.

The Screening Unit conducts the assessment in accordance with the principles of natural justice and procedural fairness. If information about an applicant indicates they may pose a risk of harm if engaged in that role, the 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 time taken to finalise a screening is dependent on the relevance, complexity, and amount of information to be assessed in each case.

If there is no criminal conviction history to be assessed, screening should be completed within **30 business days**. However, if the DCSI Screening Unit obtains information that requires further assessment, additional time may be required. In some cases, it may take more than **8 weeks** to finalise.

How is it different to a National Police Certificate?

Screening by the DCSI Screening Unit involves an assessment of an applicant's criminal conviction history of potential risk of harm they might pose to the safety or wellbeing of vulnerable people. There is no such assessment with a police certificate, which is simply a record of a person's criminal conviction history.

What does it cost?

Refer to the DCSI website for the current fees.

How often is screening required?

A letter issued by the DCSI Screening Unit providing a clearance for vulnerable person-related screening is portable across organisations within South Australia and is valid for three years.

Contacting the Screening Unit

Please email the Screening Unit.

Email: DCSIScreeningUnit@sa.gov.au

Website: www.screening.dcsi.sa.gov.au

Postal address

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