

Refer to relevant job/volunteer role statements/descriptions and consider the list duties that are inherent to the (work or volunteer) role. Use the flow chart below to determine whether screening is required, and if so, what type. In some cases a National Police Certificate (obtained through SA Police) may be suitable. **Note: More than one type of screening may be required.**

Child-related Screening
 Is the role a 'prescribed position' under the Act?
 Relevant legislation:
 • [Children's Protection Act 1993](#)
 • [Children's Protection Regulations 2010](#)
 Are you a 'responsible authority' under Section 8b of the Act?

Child-related screening may be required for:
 A 'prescribed position' is one in which a person is engaged in the following:

- regular contact with children or working in close proximity to children on a regular basis, unless the contact or work is directly supervised at all times; or
- supervision or management of persons in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis; or
- access to records of a kind prescribed by regulation relating to children; or
- functions of a type prescribed by regulation (see Regulation 10).

Aged Care Sector Screening
 Is the organisation funded by the Commonwealth under the [Aged Care Act 1997](#)
 Relevant legislation:
 • [Aged Care Act 1997](#)
 • [Aged Care Accountability Principles 2014 \(Cth\)](#)

Aged care screening may be required for:

- key organisational personnel in Commonwealth-funded aged care services;
- employees and contractors **providing care** (including staff employed, hired, retained or contracted to provide services, whether in a residential aged care setting, community setting or in the service recipient's own home);
- allied health professionals** contracted to provide care services;
- kitchen, cleaning, laundry, garden and office personnel employed by the service provider either directly or through a contract agency; and
- consultants, trainers and advisors for accreditation support or systems improvement, who are under the control of the approved provider.

Disability Service Sector Screening
 Is the person or volunteer in a 'prescribed position' in a prescribed disability service provider, as defined by the Act?
 Relevant legislation:
 • [Disability Services Act 1993](#)
 • [Disability Services \(Assessment of Relevant History\) Regulations 2014](#)

Disability services sector screening may be required for:
 A prescribed position, ie one that includes (but is not limited to) 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.

Screening checks where there are no legislative or regulatory requirements
 Refer to our [website](#) for more information about:
 • Vulnerable person screening
 • General employment probity
 These are not also required if other types of screening (above) have been conducted.

There is no legislative or regulatory requirement for a person to undergo either an employment probity or vulnerable person related check.
 However, an organisation may require this screening as part of its organisational policies or as a condition of employment.
Vulnerable person related employment screening may be suitable, for example, the following circumstances:
 • IT technicians with access to files regarding vulnerable individuals
 • volunteers in aged care facilities that do not fall under the federal [Aged Care Act 1997](#).
General employment probity screening involves a risk assessment of relevant criminal history. If there is a current clearance for any of the other types of screening, eg vulnerable person or aged care screening, there is no need to have a general employment probity clearance as well.

YES
Legislative requirement for screening

- Must have a relevant screening assessment, unless an exemption applies (refer to the regulations)
- Organisations can conduct their own assessments

YES
Legislative requirement for screening

- Must have a relevant DCSI screening assessment

NO
No legislative or regulatory requirement for screening
Other requirements for screening may be applicable
 There may a contract, funding or service agreement, or organisational policy that places an obligation on the organisation to screen, e.g. as specified in a contract or condition of employment.
 Refer to any relevant contracts, funding or service agreements or human resources policies that apply.
Police Certificate
 If documentation of any criminal history is required, a National Police Certificate may be obtained from [SA Police](#).

Is there a current clearance?
 If the person has a current clearance with six or more months left to run, they do not need to be rescreened. Renewal applications should be lodged when the applicant has **six months or less** left to go on their current clearance.
Is more frequent screening required? In some cases there an organisational policy requiring screening more than once every three years.