



AUSTRALIAN CAPITAL TERRITORY SCREENING GUIDELINES

The following is a summary of the screening process used by the Presbyterian Church of Australia in the State of New South Wales within the **Australian Capital Territory** pastoral charges in the Canberra presbytery.

- All persons working in child-related positions or activities, whether paid or unpaid, will be screened for suitability. A consent form will be obtained before this screening is undertaken. Child-related positions or activities means any position or activity:
 - i) involving the provision of child protection services;
 - ii) in pre-schools, kindergartens and child care centres (including residential child care centres);
 - iii) in schools or other educational institutions (not including universities);
 - iv) in detention centres (within the meaning of the *Children (Detention Centres) Act 1987*);
 - v) in refuges used by children;
 - vi) in wards of public or private hospitals in which children are patients;
 - vii) in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership;
 - viii) in any religious organisation;
 - ix) in any entertainment venues where the clientele is primarily children;
 - x) as a babysitter or childminder that is arranged by a commercial agency;
 - xi) involving fostering or other child care;
 - xii) involving regular provision of taxi services for the transport of children with a disability;
 - xiii) involving the private tuition of children;
 - xiv) involving the direct provision of health services;
 - xv) involving the provision of counselling or other support services for children;
 - xvi) on school buses; or
 - xvii) at overnight camps for children.
- All persons working in child-related positions or activities, whether paid or unpaid, will be required to sign a Prohibited Persons Declaration.
- We do not allow persons with the following convictions to apply for, accept or occupy child-related positions or participate in child-related activities, whether paid or unpaid:
 - i) A crime against a minor person
 - ii) An act of violence towards another person
 - iii) Sexual assault or a serious sex offence involving sexual activity or acts of indecency punishable by penal servitude or imprisonment for 12 months or more, even if the sentence was not served
 - iv) Provision of prohibited drugs.
- Where a person wishing to participate in child-related activities or apply for a child-related position is not known to the supervising body, identification will be required as determined by our policy and process document Breaking the Silence.
- In some circumstances, reference checks will also be conducted as determined by Breaking the Silence.
- Once a consent form and a Prohibited Persons Declaration form are signed, the relevant details will be submitted to the Police so that a Police check can be conducted.
- Once the results of the Police check are advised, the supervising body will decide whether to allow a person to participate in a child-related activity or offer a child-related position, taking into account reference checks and the Police check results.
- If the supervising body decides not to allow participation in a child-related activity or employment in a child-related position predominantly because of information provided by the Police check, the person concerned will be advised accordingly.
- If you have any questions about this screening process, please ask _____ for more information.