

MAY 2025

Pre-Engagement Screening - Onsite Access Procedure

Table of Contents

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1	Purpose	3
2	Overview.....	3
3	Roles and Responsibilities	3
4	Process.....	5
4.1	Registration to Work with Vulnerable People (RWVP).....	5
4.2	National Police Check.....	5
4.3	Child Safety Concern Checks	6
4.4	On-Site RWVP Checking	6
4.5	Exemptions and Exceptions to holding RWVP visiting DECYP sites	7
4.6	Exemptions	7
4.7	Exceptions	7
4.8	Interstate visitors to DECYP sites.....	8
4.9	DECYP Adult Students.....	8
4.10	Trade Training Centres (TTC)	9
4.11	International Students	9
4.12	Awareness and Reporting	10
5	Related policies	10
6	Related procedures.....	10
7	Supporting information/tools	10
8	Definitions.....	10
9	Legislation	14

1 Purpose

This procedure is to be read in conjunction with the Department for Education, Children and Young People's (DECYP) [Pre-Engagement Screening Policy](#) (the Policy).

This procedure applies to all workers as defined in the Child and Youth Safe Organisations Act 2023, which includes but is not limited to:

- employees
- volunteers
- contractors
- subcontractors
- consultants
- trainees
- individuals undertaking work experience placements
- external parties seeking access to DECYP sites where children and young people are present
- students who commence or recommence with DECYP as adults at schools, colleges, trade training centres and international students.

Additionally, this procedure covers specific requirements that apply to all Out of Home Carers including:

- foster carers
- kinship carers
- residential carers
- family members of foster, kinship and residential carer homes who live in the household and are over the age of 16.

2 Overview

This procedure outlines the required process to comply with DECYP's [Pre-Engagement Screening Policy](#) and the requirements for individuals attending sites where children and young people are present.

3 Roles and Responsibilities

1.1. Executive Board

Establish the framework that underpins DECYP's obligations and commitments as a child safe organisation.

Ensure legislative, policy and procedural requirements for Registration to Work with Vulnerable People (RWVP) are in place and complied with.

Confirm the training and support requirements in place for those workers required to approve entry to DECYP sites.

1.2. Managers, Principals, Child and Family Learning Centre Leaders, Site Managers and Contract Managers

Ensure all workers have met their annual safeguarding training requirements.

Ensure all workers, trainees, work experience placements external parties and adult students hold current Tasmanian RWVP.

Ensure a worker, trainee, work experience placement, external party or adult student is not engaged where an event occurs that gives reason to believe the individual poses a risk to the safety and wellbeing of children and young people (even if this event is yet to be assessed by the Department of Justice).

Ensure RWVP is verified for all external parties seeking access to a DECYP site where children and young people are present, unless the external party has a statutory exemption.

Ensure an exception to the requirement to hold RWVP is only granted where appropriate risk assessment and mitigation strategies are documented through an approved risk assessment plan.

Decline the services of workers, excluding staff, in instances where no RWVP is in effect and/or they have not met the Safeguarding training requirements, other than in circumstances where risk assessment has been undertaken, and the appropriate risk mitigation strategies are in place.

1.3. Contract Managers

Ensure that contracts for the supply of goods and services and ICT include the appropriate contractual requirement for contractors and sub-contractors to hold RWVP, in accordance with the [Financial Management Act 2016](#) (Tas), associated Treasurer's Instructions and other relevant policies, procedures and guidance.

Ensure that any request to DECYP's Procurement Team to vary this contractual requirement is only done where the contractual arrangements either do not include access to sites where children and young people are present, and where there is the appropriate risk mitigation to ensure that someone is not left unsupervised when performing duties such as deliveries and incidental activities where children and young people are present.

1.4. Workers and Out of Home Carers

Obtain RWVP and participate in a National Police Check and Child Safety Concern Check where a role requires, prior to engagement with DECYP.

Adhere to the requirements of the [Pre-Engagement Screening Policy](#) and this Procedure..

Notify the Manager, Principal, CFLC Leader, Site Manager or Contract Manager if their RWVP application or renewal is rejected, revoked, suspended, expired, under investigation or there is a change that may affect their RWVP (for example, a criminal charge or record).

Remove themselves from availability to volunteer with DECYP immediately if they have their RWVP rejected, revoked, suspended, expired, or under investigation.

Notifying the Manager, Principal, CFLC Leader, Site Manager or Contract Manager if aware or suspect on reasonable grounds that a registered person has or may have engaged in behaviour

that poses a risk to a child or young person and refer to the Awareness and Reporting section of this Procedure.

4 Process

4.1 Registration to Work with Vulnerable People (RWVP)

4.1.1 Applying for RWVP

An individual who is seeking employment with DECYP, for vacancies advertised via Careers with the Tasmanian Government site or a volunteering opportunity, is not required to hold a Tasmanian RWVP at the time of application. However, an individual must obtain Tasmanian RWVP (Registration Status – Employee/Volunteer) to be appointed to a role and prior to commencing duty.

For a new RWVP the applicant is to complete the Department of Justice Registration Work with Vulnerable People application online with DECYP noted as the agency for work or volunteering and pay the associated application fee for RWVP.

The Department of Justice will assess an application and advise DECYP if the application is:

- successful (without conditions) Working with Vulnerable People Registration.
- successful (with conditions) Working with Vulnerable People Registration.
- refused Working with Vulnerable People Registration.

Successful applicants are then provided with a RWVP card directly from the Department of Justice. All offers of engagement for roles with DECYP are contingent upon confirmation of a current RWVP.

4.1.2 Exceptions for Contractors and Consultants

A Contract Manager may consider varying the contractual requirement for RWVP only where it is requested by the contractor prior to engagement, and one of the following conditions is met:

- the contractor will not enter a DECYP site across the life of the contract and will not engage with a DECYP child or young person (whether in person, online or via any other means), or have access to their data; or
- will only access DECYP corporate work sites where children and young people are not present; or
- will be under the direct and ongoing supervision of the Manager or Principal, or an appropriate delegate at all times while on site.

4.2 National Police Check

4.2.1 Out of Home Carers

All Out of Home Carers must undergo a National Police Check prior to engagement. This process is facilitated by DECYP.

4.2.2 All Other Workers

A risk assessment will be conducted by the party responsible for engaging the worker for all other DECYP roles to determine whether the role poses increased risk to the DECYP's integrity, assets or resources. The risk assessment will consider criteria such as the subject matter of their role, decision-making authority, financial delegation or function and access to significant systems or resources.

The risk assessment will recommend whether an application should be made to add the essential requirement of a National Police Check to a role. The specific criteria assessed within the risk assessment may be varied from time to time.

4.3 Child Safety Concern Checks

In addition to RWVP and a National Police Check, all Out of Home Care workers must also undergo a Child Safety Concern Check, a thorough search of child safety jurisdictions across Australia.

Where a review of an applicant uncovers a concern with regards to child safety through this jurisdictional scan:

- Services for Children and Families will investigate; and
- the concern will be reported to the Registrar, Department of Justice who will investigate and take further action.

A decision to approve or decline the application will be made following this investigation and advice from the Registrar, Department of Justice.

Where a Child Safety Concern Check uncovers a concern regarding a preferred candidate under DECYP's merit-based process, the candidate may be conditionally appointed to the role but unable to commence working in the role until the investigation is concluded and it is determined that the candidate poses no risk to children and young people.

4.4 On-Site RWVP Checking

For DECYP sites where children and young people are present, Managers, Principals, CFLC Leaders, Site Managers or Contract Managers must ensure:

- external parties that require access sign-in using RWVP via the kiosk or sign-in sheet; **and**
- staff sight the RWVP card to confirm that the photo matches the person, and the name and the RWVP number on the kiosk/sign-in sheet matches the card.

If the kiosk is not available or functioning, RWVP status must be confirmed by the DECYP staff member checking the Department of Justice website manually at time of sign-in.

Where the RWVP is current and there are no issues, the external party may enter a DECYP site.

If the RWVP is not current or if the RWVP fails to return information, is incomplete, conditional, suspended, cancelled or refused, the Manager, Principal or CFLC Leader, Site Manager or Contract Manager must be notified immediately.

Refer to the [RWVP On-Site Process Infosheet](#) for detailed information on requirements for managing the flow of people on sites where children and young people are present.

4.5 Exemptions and Exceptions to holding RWVP visiting DECYP sites

Parents and guardians, who are attending in the capacity as a parent/guardian only, and who will not be volunteering with or around other children and young people are not required to have RWVP to enter a DECYP site.

Managers, Principals, CFLC Leaders, Site Managers or Contract Managers must not allow an external party without RWVP entry to a DECYP site unless:

- the external party is not undertaking a child-related activity; or
- the external party has a statutory exemption; or
- the manager has approved entry under a risk assessment.

4.6 Exemptions

There are a limited number of exemptions to the requirement for holding RWVP to gain access to a DECYP site where children and young people are present. Contractors and external providers who have a statutory right to enter a DECYP premises are not required to maintain current RWVP.

Examples include:

- Tasmania Police
- TasWater representatives undertaking duties associated with the Water and Sewerage Industry Act 2008.

Union representatives are allowed the usual site access under the [Industrial Relations Act 1984](#) but must remain accompanied by a DECYP employee while on-site if they do not hold RWVP.

If any concerns arise, the Manager, Principal, CFLC Leader, Site Manager or Contract Manager should assess the risks and decide whether supervision is required.

4.7 Exceptions

Exceptions will not be granted to any person who is currently under investigation or has been found guilty of crimes against children or young people regardless of whether they are a parent, guardian, client, contractor or other party.

Any other exceptions will only be granted only in limited circumstances. These exceptions are to be determined on the basis of a documented risk assessment and only approved where sufficient mitigations can be put in place to eliminate any risk to children and young people.

Subject to the outcome of the risk assessment process a Manager, Principal, CFLC Leader, Site Manager or Contract Manager may allow a person to have supervised contact with children and young people in a child related activity (other than an overnight camp or volunteering on an excursion) provided they are always accompanied by a DECYP employee with current RWVP.

Common exceptions include:

- dropping off or collecting children, including short periods of settling children in class where a teacher or staff member is present.

- attending school community events (assemblies, school sports carnivals, plays and concerts, whole school events) where they are not direct participants and/or do not assist in the organisation or execution of these events.
- attending school public events (fair, sporting match open to the public, opening of a new building, new program/initiative launch) where on occasion a person may be a participant (e.g. media accompanying a politician launching a new school program).
- attending school for a parent/carer information evening, parent/teacher interviews, assemblies, or special events.
- attending school for payment of fees or purchase of uniform or equipment.
- contractors visiting DECYP sites where children and vulnerable people are not present, such as corporate sites and they will not engage with a DECYP child or young person (whether in person, online or via any other means), or have access to their data.
- contractors and subcontractors working within the fenced area of a construction project where DECYP or a school/business unit engages a construction company as a principal contractor for the duration of the project, where the principal contractor has possession of the site, and the property is no longer under the control of the school or DECYP. The principal contractor managing the site must have current RWVP.
- individuals and groups utilising DECYP premises in outside of school hours for an event/room hire, training course or similar which is not a DECYP child regulated activity.
- persons dropping off or picking up goods when on-site for a minimal period and not engaging in a child regulated activity or interacting with children (e.g. delivery drivers).

4.8 Interstate visitors to DECYP sites

RWVP (equivalent) clearances from interstate jurisdictions are not an accepted alternative to Tasmanian RWVP. The reason for this position is that DECYP considers Tasmanian RWVP to be a more rigorous and comprehensive check than that undertaken in other jurisdictions. Sites who engage interstate visitors are to advise the visitor that they are to obtain Tasmanian RWVP prior to their engagement with DECYP children and young people, and plan wherever possible for sufficient time to allow the provider to obtain a Tasmanian RWVP.

Where the interstate visitor has applied for, but not yet obtained Tasmanian RWVP at the time of their site visit, and holds the interstate equivalent, sites must put appropriate risk mitigations in place for when the visitor is engaging. At a minimum, the visitor must be accompanied by a member of staff at all times and never be unsupervised with children or young people. If this mitigation is not possible, the provider is not to be permitted entry to the DECYP site or contact with DECYP children and young people. Sites must not engage interstate visitors who have no registration, i.e. neither Tasmanian RWVP or their interstate equivalent.

If there is a reason why a site wishes to engage, or allow entry to someone without any registration, they must contact Strategic Recruitment before any engagement is agreed.

4.9 DECYP Adult Students

DECYP schools and colleges enrol adult students across the state in DECYP High Schools or Colleges (see below for Trade Training Centres). An adult student is someone 18+ years of age on

day one of term one in a school year or who turns 18 during the school year. An adult student, who is not a 'continuing student', must have a current RWVP (volunteer status at a minimum) prior to commencing in a DECYP school or college. This includes adult students transferring from a non-government school, a school in another jurisdiction, or home schooling.

All adult students who do not hold current RWVP or who are not currently enrolled within a DECYP school or home schooling and are transferring from a non-Government school or another state/territory, must hold a current Tasmanian RWVP (volunteer status at a minimum) prior to commencement in a DECYP school or college.

Until RWVP is obtained, the enrolment application will be deemed incomplete, and the student is not to attend on-site classes until RWVP is verified.

RWVP applications can take time, therefore prompt completion of the RWVP application process is essential for the student to be studying on site.

If an application for RWVP is pending clearance at the commencement of classes alternative arrangements must be made through completion of a Risk Assessment, including viewing the application for a RWVP and actions to address each scenario.

RWVP does not apply to open learning and distance education adult student enrolments where there is no on-site attendance to a DECYP site.

If an adult student refuses to obtain RWVP, the enrolment is to be discussed with the owner of this procedure, Strategic Recruitment.

4.10 Trade Training Centres (TTC)

All adult students (not currently known to DECYP) who are undertaking a course(s) of study of more than three days duration at a TTC or Claremont College/Drysdale Centre of Excellence must hold current Tasmanian RWVP (volunteer status) prior to commencement of study.

If an adult student's total study is for three or less days, they may be permitted to remain onsite where risk assessment and management has been undertaken, so that they are directly supervised at all times by the course trainer who must hold a current RWVP and must complete documentation in line with the TTC RWVP process requirements.

If an adult student refuses to obtain a RWVP, the enrolment is to be discussed with the Strategic Recruitment .

Any queries in relation to requirements relating to the RWVP process should be directed to the TTC/College/Centre Coordinator in the first instance or to the Strategic Recruitment Team.

4.11 International Students

International students over 18 years of age have undertaken lengthy, in depth and rigorous screening process to obtain a visa to come to Australia and are generally involved in short term studies. The international student screening process includes, but is not limited to, a criminal history check for the applicant and checks of family members. As a result, there is no requirement for these students to hold current Tasmanian RWVP.

International student queries should be referred to Education International (formerly known as GETI) on 6165 5727.

4.12 Awareness and Reporting

Any concerns regarding the safety of children and young people must be reported in line with the [Office of Safeguarding Children and Young People's Step by Step Guidance for Concerns, Information and Incidents of Child Abuse.](#)

5 Related policies

[Pre-Engagement Screening Policy](#)

[Fraud and Corruption Control Policy](#)

[Records Management Policy](#)

Safe.Secure.Supported. Our Safeguarding Framework

6 Related procedures

[Selection Procedures](#)

[Fraud Corruption and Control Procedure](#)

[Pre-Engagement Screening – Recruitment Procedure](#)

[Office of Safeguarding Children and Young People's Step by Step Guidance for Concerns, Information and Incidents of Child Abuse.](#)

[RWVP On-Site Process Infosheet](#)

7 Supporting information/tools

[Registration to Work with Vulnerable People CBoS](#)

[Education International](#) (previously Government Education and Training International – GETI)

8 Definitions

Adult student

A student who joins the DECYP system who is over the age of 18 years of age on day one of term one in a DECYP school year, or who turns 18 during the school year. Adult students do not include students who turn 18 during their continuing education with DECYP.

Carer

Where a child or young person has experienced abuse or neglect or parents are not equipped to provide care or protection, the child or young person may be placed into care with a carer in the form of a family or kin carer (kinship care), with trained and accredited carers (foster care) or in purpose-built homes with paid staff (residential care).

CFLC Leader

Child and Family Learning Centre Leader.

Child or Children

Anyone under the age of 18 in the context of this document. Any reference to a child or children has the same meaning as a young person or young people.

Child Regulated Activity

An activity or service that relates to a child or children that is regulated in accordance with the [Registration to Work with Vulnerable People Act 2013](#) (Tas).

Conditional Registration

Registration that is subject to specific conditions which must be adhered to by DECYP sites.

Contact

As defined in the [Registration to Work with Vulnerable People Act 2013](#) (Tas) contact between a person and a vulnerable person as part of taking part in a regulated activity, means contact that:

- would reasonably be expected as a normal part of taking part in the regulated activity
- is not incidental to taking part in the regulated activity.
- is one or more of the following:
 - Physical contact, including taking part in regulated activity at the same place as the child
 - Oral communication, whether face to face or by telephone
 - Written communication, including electronic communication
 - Dealing with a record relating to a child
 - Making a decision that affects a child.

Contract Manager

Manager responsible for a specific contract with DECYP.

Consultant

A consultant is a particular type of contractor engaged to provide recommendations, specialist or professional advice (or more generally non manual services) to assist or influence DECYP decision making or deliver a particular service.

Contractor

A contractor is an individual or organisation engaged under a contract (other than an employee) to provide goods/and or services to an agency. A contractor will usually work under the direct supervision or direction of a DECYP employee.

Emergency Management Worker

Member of a statutory service, an authorised officer or any person who participates in emergency management as defined and in accordance with the provisions of the [Emergency Management Act 2006](#) (Tas)

Employee

An individual employed within the Department for Education, Children and Young People under the [State Service Act 2000](#) (Tas)

Engagement

The action of commencing work, contracting, care or volunteering for DECYP.

Essential Requirements

Essential requirements describe conditions which are critical to an applicant's employment or appointment in the position (i.e. the role could not be done by someone without them).

External Parties

Someone seeking access to a DECYP site that is not their usual place of work or appointment.

External Provider

Someone providing a service to DECYP who falls outside of the definition of a worker, for example, someone delivering to a DECYP site.

Frequent Worker

A worker who is not an employee of DECYP but who regularly works from a DECYP site. This includes, but is not limited to, relief teachers and Child and Parenting Service nurses, employed by the Tasmanian Health Service.

Government Education and Training International

Education International (formerly known as GETI) is responsible for international education programs for DECYP and TasTAFE.

Incidental Contact

Incidental contact may occur when a person works in the same place of work as a child but does not provide services to them. Incidental contact does not involve physical touching, building rapport or more than minor cursory communication with a child.

Kiosk

A check-in system that provides visitors and school sites to track all visitors, contractors and relief employees on site. This system checks their names and RWVP numbers against the Department of Justice site. Not all DECYP sites have a kiosk and where this is the case, utilise a manual sign in process.

Manager/Principal

An employee who has direct line management responsibility for one or more employees.

National Police Check

A National Police Check (sometimes referred to as Conviction Check) is a summary of an individual's conviction history in Australia, at that point in time.

Office of Safeguarding Children and Young People (Safeguarding)

The Safeguarding Office leads and provides strategic advice and direction on DECYP's culture, systems, practices, processes, procedures and professional learning as they relate to safeguarding children and young people from the harm of abuse in all Departmental settings.

Out of Home Care

The system of formal care provided to children and young people assessed under the [Children, Young Persons and Their Families Act 1997](#) (Tas) where a child or young person is unable to live safely at home with parents or primary care givers because of concerns to their safety and wellbeing.

Principal

An employee who has direct line management responsibility for one or more employees of a school.

Registrar

The person appointed as the Registrar under section 11 of the [Registration to Work with Vulnerable People Act 2013](#) (Tas).

Registration to Work with Vulnerable People

Registration to Work with Vulnerable People (RWVP) is a check required of anyone who works or volunteers with vulnerable people, including children, in Tasmania.

Regulated Activity

Activity or service prescribed by the regulations.

Safeguard

To protect a person's health, wellbeing and human rights, enabling them to live free from harm.

Safeguarding

The Office of Safeguarding Children and Young People.

Safeguarding Framework

Describes the DECYP framework for safeguarding children and young people from all forms of abuse.

Site Manager

Manager responsible for a DECYP site.

Staff

Includes employees and other individuals engaged by DECYP, for example an employee of a labour hire company.

Volunteer

Persons who are not an employee and undertake activities without payment which will benefit the school or community, including and not limited to:

- members of the School Association and associated committees
- volunteers across Libraries Tasmania
- volunteers in the school committee, uniform shop or library
- volunteers for activities (swimming carnivals, athletic carnivals, sporting competitions, school fairs)
- parents/guardians engaged in classroom help (reading, cooking, gardening), attending excursions or school camps

- parents/guardians directly participating in the Learning in Families Together (LIFT) program
- persons accompanying children on intrastate/interstate school trips.

Work Experience Placement

A non-contractual short-term workplace-based placement for which the primary purpose is to provide the individual with practical exposure to the work environment (including student teacher, intern and school-based apprenticeship placements).

Worker

Means any employees, contractors, consultants, subcontractors, trainees and volunteers within DECYP.

Workplace Relations

The Workplace Relations unit is responsible for providing specialist workplace relations support and advice to senior officers, Managers and Principals including assistance with the application of relevant legislation, Employment Directions, Industrial Awards and Agreements.

Young person or young people

Commonly used to refer to any person aged 12 to 17 but also defined under the [Children, Young Persons and Their Families Act 1997](#) (Tas) as a person aged 16 or 17. In the context of this document, any reference to a young person or young people has the same meaning as a child or children.

9 Legislation

[State Service Act 2000](#) (Tas)

[Registration to Work with Vulnerable People Act 2013](#) (Tas)

[Child and Youth Safe Organisations Act 2023](#) (Tas)

[Children, Young Persons and Their Families Act 1997](#) (Tas)

[Emergency Management Act 2006](#) (Tas)

[Water and Sewerage Industry Act 2019](#) (Tas)

[Financial Management Act 2016](#) (Tas)

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