

MAY 2025

Pre-Engagement Screening – Recruitment Procedure

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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). It applies to all workers and other parties aged 16 years or over, and 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 carers 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 screening individuals in the above categories to support our commitment to protect the safety and wellbeing of all children and young people.

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 (section 4.4) 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 the 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.

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 or revoked, 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 or revoked.

Notify the Manager, Principal, CFLC Leader, Site Manager or Contract Manager if they are 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 to 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 will be appointed to the role but unable to commence working in the role until the concern is investigated and an outcome provided.

4.4 DECYP Adult Students

DECYP schools and colleges enrol adult students across the state in 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 of the 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 or from 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 and are transferring from a non-Government school, another state/territory or home

schooling, 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 Strategic Recruitment.

4.5 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 at a minimum) 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 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 Recruitment.

4.6 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.

4.7 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

- [Pre Engagement Screening - Onsite Access Procedure](#)
- [Selection Procedures](#)
- [Fraud Corruption and Control 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 and who is over 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).

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 and is regulated in accordance with the [Registration to Work with Vulnerable People Act 2013 \(Tas\)](#).

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.

Child Safe Organisation

An organisation that consciously and systematically creates an environment in which children's rights, safety and wellbeing are at the centre of thought, values and actions; engages with children and young people to create conditions to reduce the likelihood of harm; creates conditions that increase likelihood of identifying potential harm; and responds to concerns, suspicions, allegations and disclosures of abuse.

Child Safety Concern Check

Out of Home Carers are required to have a Child Safety Concern Check in addition to holding and maintaining Tasmanian RWVP and National Police Check. This is facilitated by Services for Children and Families which will check if the carer has had any safety check notifications.

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.

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 Requirement

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

External Parties

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

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.

Manager/Principal

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

National Police Check

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

Out of Home Care

The Out of Home Care system provides formal care for children and young people.

The [Children, Young Persons and Their Families Act 1997 \(Tas\)](#) provides the framework and mandate for government and non-government services, community members and families to respond to situations 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.

Registration to Work with Vulnerable People

The [Registration to Work with Vulnerable People Act 2013 \(Tas\)](#) sets out the requirements for individuals to hold Registration to Work with Vulnerable People to ensure the protection of vulnerable persons from risk of harm during regulated activities.

Safeguarding Framework

The Safeguarding Framework describes DECYP's approach to safeguarding children and young people from abuse, with particular emphasis on child sexual abuse. All DECYP workers must comply with their legal obligations and the Department's requirements for safeguarding children and young people.

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

Workers

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

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, practicum placements within DECYP settings and school-based apprenticeship placements).

Young Person or People

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.

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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