

# Hear For You Criminal History Screening and Working with Children Check Policy



## Policy brief and purpose

Hear For You's core business operations is the provision of Mentoring programs to teenagers under 18 years of age. It is imperative and a risk mitigation priority to ensure all employees (staff and mentors) are subjected to background checks, not for the sole purpose of protecting Hear For You, but in addition protection of all participants who interact with Hear For You.

Our employee background check policy refers to our guidelines for investigating our candidates' backgrounds as part of our hiring process as staff or mentors.

Background checks help us:

- Get insight into candidates' background. Ensure we hire reliable employees (staff and mentors).
- Verify candidates' information for truthfulness and accuracy. Screen candidates convicted of serious criminal behavior or disqualification from Working with Children.

## Scope

The employee background check policy for both Criminal History and Working With Children applies to all candidates who go through Hear For You's hiring process. It may also apply to internal candidates who are being considered for a promotion or transfer.

## Policy elements

### Background checks may include:

- National and/or State Police Checks.
- Working With Children's Checks.
- Random Drug testing.
- Verification reports (e.g. identity, previous employment, education, SSN) Driving records.
- Reference checks.

All candidates aren't required to pass every type of background check we offer before Hear For You hires them. Each position has its own requirements.

Various state or territory laws may prohibit or restrict certain types of background checks. Hear for You will comply with legal guidelines at all times.

Criminal record checks and Working with Children Checks are essential if candidates are interviewing for positions where they will:

- Represent our Hear For You and deal with our clients or stakeholders.
- Have access to sensitive and confidential information.
- Handle money and finances.
- Have any contact with participants (10 to 18 year old teenagers).

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## Process for Screening for Hear For You Employees

Each year, the Hear For You CEO and State Coordinator's, to ensure transparency and to respect all candidates/volunteer rights, must ensure the following steps are conducted:

### Mentors

- Inform Mentors (returning and new) that a background check is required to be a Mentor with Hear For You.
- Mentors must complete the Hear For You Volunteer agreement (Appendix A), with the following documents to be supplied:
  - The applicable State/and or Territory Working With Children Form.  
The forms are located for each state/territory as per:

NSW – <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Queensland – <https://www.bluecard.qld.gov.au/>

Victoria – <http://www.workingwithchildren.vic.gov.au/>

ACT- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/~/-working-with-vulnerable-people-%28wwwp%29-registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/-working-with-vulnerable-people-%28wwwp%29-registration)

- A National Police Check Form that is located at <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>
- 2 points of Personal Identification Documents: A combination of documents that we require applicants to produce which will provide evidence of the volunteers existence in the community and thereby support their identity i.e. Current Australian Driver's License, Birth Certificate etc.
- All documents are to be completed and filed by the Hear For You State Manager, Programs Coordinator, or CEO prior to any commencement of engagement with Hear For You. Documents are to be stored in secure files on-line and in secure hard copy storage.
- If Mentors (returning and new) refuse to go through background screening, Hear For You will inform them that they won't be considered for the position of Mentor.

### Staff (paid or volunteer)

- Inform candidates (paid or volunteer) that a background check is required for a position with Hear For You.
- All Candidates in addition to signing their position description must provide the following documents prior to commencing employment:
  - The applicable State/and or Territory Working With Children Form.  
The forms are located for each state/territory as per:

NSW – <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Queensland – <https://www.bluecard.qld.gov.au/>

Victoria – <http://www.workingwithchildren.vic.gov.au/>

ACT- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/~/-working-with-vulnerable-people-%28wwwp%29-registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/-working-with-vulnerable-people-%28wwwp%29-registration)

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- A National Police Check Form that is located at <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>
- 2 points of Personal Identification Documents: A combination of documents that we require applicants to produce which will provide evidence of the volunteers existence in the community and thereby support their identity i.e. Current Australian Driver's License, Birth Certificate etc.
- All documents are to be completed and filed by the supervising Hear For You paid staff member and sighted by the CEO prior to any commencement of engagement with Hear For You. Documents are to be stored in secure files on-line and in secure hard copy storage.
- If a Candidate (paid or volunteer) refuse to go through background screening, Hear For You will inform them that they won't be considered for the position.

At all times Hear For You aims for a transparent hiring process that respects all candidates' rights and privacy.

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## Appendix A

### Sample Volunteer Agreement

This document is a legally binding agreement and may be cancelled at any time at the discretion of either party. Neither party Hear For You (the Company) or \_\_\_\_\_ (The Volunteer) intend any employment relationship to be created either now or at any time in the future.

#### **You are a volunteer**

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The Mentor at Hear For You is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of the Company and you are not entitled to a salary or any other entitlements associated with employment.

#### **Role description and details**

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Role title: <Title of volunteer>

Estimated hours: X hours per workshop – number of days to be agreed -

- Attend and provide mentoring services at four XXXXX workshops in 2017 at XXXXXXX.
- Be available, if required, for e-mentoring services for the duration of the XXXXX Program workshop series.

#### **What you can expect when volunteering at Hear For You**

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Hear For You values its volunteers and we will endeavour to provide you with:

- a clear plan which details volunteer activities and tasks
- encouragement and recognition for volunteer efforts and achievements
- appropriate supervision, full induction, orientation and any training necessary for the volunteer role
- a safe and healthy environment in which to perform your volunteer tasks
- information on HFY policy decision relevant to volunteers
- reimbursement of up to \$75 per attendance for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us
- an avenue to raise questions, concerns and/or complaints

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- insurance to cover you for the volunteer tasks you are authorised to perform

## **What Hear For You asks of its volunteers**

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We ask that you:

- support the aims and objectives of Hear For You
- register attendance at each volunteering session
- participate in all relevant induction and training programs
- follow guidance from your Supervisor and seek advice if any directions are unclear
- undertake tasks in a responsible, dependable, conscientious and courteous manner
- understand and comply with all relevant legislation and regulations as well as company policies and procedures; including but not limited to anti-discrimination, code of conduct, health and safety, confidentiality and privacy.
- notify your supervisor or another member of staff of any hazardous situations that pose a risk to you or others; and report any accidents or incidents relating to staff, volunteers or plant and equipment
- use any property or equipment given to you in your role only for purpose of the job and return it to Hear For You when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (e.g. hours role) to Hear For You at any time
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

## **Contact person**

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Your contact person at Hear For You will be:

XXXXX

Email: XXXXXX@hearforyou.com.au

Phone: XXXXXXXX (SMS only)

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## **Information we require before you can start in volunteer role**

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Before you can commence the volunteer role, we need the following:

- that you have provided and completed the applicable State/and or Territory Working With Children Form
- that you have provided and completed a National Policy Check Form
- that you have provided 2 points of Personal Identification Documents: A combination of documents that we require applicants to produce which will provide evidence of the volunteers existence in the community and thereby support their identity i.e. Current Australian Driver's License, Birth Certificate etc.
  
- that you have provided and completed a 'Statement by a supplier' ATO Form
  
- that you have read and understood the following Hear For You policies:
  - HFYPOL09 Criminal History Screening and Working with Children Check Policy.
  - HFYPOL13 Abuse, Neglect, and Exploitation Policy.
  - HFYPOL06 Complaints and Feedback Policy.

All background information handling practices, privacy and record-keeping, is in the 'Volunteer Information and Privacy' Policy.

## **Induction and training required before you start in the volunteer role**

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Hear For You is committed to providing suitable training in support of our health and safety policy. For this reason it is our policy that all volunteers undertake induction [and/or training] at Hear For You prior to commencing their volunteer position.

## **Volunteer Expenses**

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As a volunteer, Hear For You will provide you with reimbursement for up to XX per attendance for out-of-pocket expenses that you incur when performing tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not salary or wages. You will need to keep and produce receipts of all expenses.

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## **Insurance**

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We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by Hear For You.

Hear For You has the following insurances:

- Public Liability Insurance, and
- Volunteer and Workers Compensation XXXXX (*insert relevant state legislation*)

## **Intellectual Property**

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All volunteers at Hear For You agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at Hear For You.

Also volunteers are taken to consent to the use by Hear For You of such creations in a manner reasonably contemplated by the voluntary services provided under this document.

As a volunteer you also consent to not to bring any claim for infringement of your moral rights in respect of that use.

## **Licences/certificates held by volunteer**

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Record details (as applicable) of licenses, certificates/registrations and certificates of competency

below:

License/certificate	Type of authority	License/certificate no	Expiry date	Date checked

Note: The Volunteer Supervisor must sight the original documents, make a copy and keep it

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on the relevant project file.

I, \_\_\_\_\_ undertake to abide by this volunteer agreement.

Signed: \_\_\_\_\_

Date:     /     /

*Parent/guardian, for volunteers under the age of 18 years* Date:     /     /

Signed for and on behalf of the Hear For You (HFY):

I, \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:     /     /

Office use only	Yes	No	N/A
<b>Volunteer role statement attached</b>			
<b>Copy of this volunteer agreement given to volunteer</b>			
<b>Copy of relevant licences or certificates attached (if relevant)</b>			
<b>Working With Children Form attached (if required)</b>			
<b>National Police Check Form attached (if required)</b>			
<b>Driver's licence sighted (if required)</b>			
<b>Entry pass issued (if required)</b> Date of issue:			
<b>Volunteer identification issued (if required)</b> Card number: Date issued: Expiry date:			