

SOUTH AUSTRALIA

# Child Related Employment Screening



## What is a Child Related Employment Screening?

A Child Related Employment Screening is a summary of an individual's criminal history and an assessment of their suitability to work with children and young people. A Child Related Employment Screening must be undertaken for any employee, volunteer or contractor who has regular contact with young people, or manages persons regularly in contact with young people.

## Who conducts the Child Related Employment Screening?

The Screening Unit of the South Australian Department for Communities and Social Inclusion (DCSI) completes an assessment of the suitability of an individual to work with children and young people. **yourtown** makes decisions regarding an individual's suitability to work with **yourtown** in accordance with this assessment.

## Do I need to have a Child Related Employment Screening before I start work with yourtown?

Yes. Applicants are not permitted to perform unsupervised work with young people until the DCSI

clearance is obtained. However, applicants may be offered a contract to secure employment, conditional on the clearance being received. The commencement date for this contract cannot be before the clearance is received.

## How do I submit a Child Related Employment Screening Check?

**yourtown** will initiate the screening application online via the DCSI website. Once **yourtown** has initiated the online application you will receive an email from the Screening Unit providing login instructions. You can then complete your application online. If you are unable to apply online for any reason you may download a hard copy application form from [www.screening.dcsi.sa.gov.au/screening-process/how-to-apply](http://www.screening.dcsi.sa.gov.au/screening-process/how-to-apply)

## Do I have to pay for the Child Related Employment Screening?

No. Payment for a Child Related Employment Screening is made by **yourtown**.

Call us to  
find out more!

07 3368 3399

or email [recruitment@yourtown.com.au](mailto:recruitment@yourtown.com.au)



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[recruitment@yourtown.com.au](mailto:recruitment@yourtown.com.au)  
[yourtown.com.au](http://yourtown.com.au)

## How long is Child Related Employment Screening valid?

The clearance is valid for 3 years. At this time, a new Child Related Employment Screening will need to be conducted.

## What happens after I lodge a Child Related Employment Screening application?

The check is expected to be processed and returned to **yourtown** within 30 working days. Where relevant, applicants will receive a 'letter of clearance' from the DCSI. Staff and volunteers in South Australia must receive a positive letter of clearance from the DCSI Screening Unit prior to commencing their work with **yourtown**.

## What happens if I receive a negative clearance?

Without a positive clearance, you cannot work with, or continue to work with, **yourtown's** clients, or be employed, or continue to be employed, in a client servicing or records role at **yourtown**.

Where an individual does not receive a positive clearance from the DCSI Screening Unit and wishes to dispute the result or to provide further information in an attempt to gain clearance, the individual should do so directly with the DCSI Screening Unit.



## Confidentiality and Privacy

**yourtown** is committed to protecting your privacy and any personal information provided to us by our clients, customers, donors, personnel, sponsors, funding bodies and other members of the community.

We demonstrate this commitment every day through our ongoing compliance with Commonwealth privacy legislation and principles, and by managing criminal history information in accordance with Standards made under the Children's Protection Act 1993 (SA).

Call us to  
find out more!

07 3368 3399

or email [recruitment@yourtown.com.au](mailto:recruitment@yourtown.com.au)

### For more information:

- For further information, please visit the DCSI website:  
[www.dcsi.sa.gov.au](http://www.dcsi.sa.gov.au)
- For other information, please contact **yourtown's** Human Resources department:

**People & Culture Team on 07 3368 3399**

**Email: [recruitment@yourtown.com.au](mailto:recruitment@yourtown.com.au)**



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