



CATHOLIC DIOCESE  
OF ROCKHAMPTON

# Personnel Screening Policy

# Contents

1. Purpose .....	3
2. Scope .....	3
3. Policy Statement .....	3
4. Principles .....	3
4.1. Personnel screening .....	3
4.2. Position Descriptions .....	3
4.3. Criminal history checks .....	3
4.4. Blue Card (Working with Children) checks .....	4
4.5. Reference checks .....	4
4.6. Right to Work in Australia checks .....	4
4.7. Confidentiality and documentation .....	4
5. References .....	4
6. Schedules .....	4
7. Policy Information .....	5

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# 1. Purpose

To ensure a safe and professional workplace.

# 2. Scope

This policy applies to Applicants and Workers at the Catholic Diocese of Rockhampton.

# 3. Policy Statement

The Diocese acknowledges the importance of ensuring all Workers are provided with a safe and secure workplace and is committed to:

- a) Promoting an ethical and professional work environment; and
- b) Conducting personnel screening consistently and non-discriminately.

Any Applicant that refuses to consent to the screening process will not be offered a position with the Diocese.

Applicant information provided with consent to perform personnel screening is not used for any other purposes.

# 4. Principles

## 4.1. Personnel screening

Pre-engagement screenings are assessments undertaken by the Diocese to assess a person's suitability for a position within the organisation.

Assessments may include, but are not limited to:

- a) Criminal history check;
- b) Blue Card (Working with Children) check;
- c) Reference checks; and/or
- d) Right to work in Australia check.

The personnel screening process is used by the Diocese to ensure that recruitment and selection processes do not result in the engagement of an Applicant or Worker who:

- a) has a criminal history that would conflict with Diocesan values or the requirements of a role, or pose a risk to safe operations;
- b) has an invalid or disqualified Blue Card;
- c) may otherwise pose a risk to the Diocese's commitment to maintaining a safe and efficient working environment.

## 4.2. Position Descriptions

Any position that requires a Blue Card must have this requirement clearly identified in the position description.

## 4.3. Criminal history checks

A National Criminal History Check is a mandatory requirement for all paid Workers and the following volunteer positions:

- Administrator or secretary volunteering for more than 5 hours a week
- Finance council member
- Pastoral council member
- Hospital chaplain
- Finance officer
- Money handler or counter
- Parish Safeguarding Representative

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- Visitation or transport ministry worker

The process is undertaken by a service provider to check for any disclosable court outcomes and pending charges associated with the person's name. Checks will be coordinated by the Human Resource Office.

Criminal history checks will be repeated every three years.

If a person falls within one of the categories requiring a criminal history check, it is the responsibility of that person to ensure the check remains current (within three years).

If a check is required, an email should be sent to [hr@rok.catholic.net.au](mailto:hr@rok.catholic.net.au) with the person's name, work location and position title.

The fees associated with conducting the criminal history check will be costed back to the Applicant or Worker's work location.

#### 4.4. Blue Card (Working with Children) checks

The Diocese requires all Workers and contractors performing work defined as "regulated employment" under the *Working with Children (Risk Management and Screening) Act 2000* must hold a valid Blue Card.

The Diocese does not employ or engage suspended, disqualified or negative notice holders in work or ministry.

The Blue Card Policy details the type of activities that would require a Worker or contractor to hold a valid Blue Card.

#### 4.5. Reference checks

Reference checks will be conducted for Applicants for paid roles with the Diocese. The Applicant is required to supply contact details for two referees to help validate the information provided about their previous work experience.

#### 4.6. Right to Work in Australia checks

The Diocese is obliged to ensure illegal workers are not employed. Right to work in Australia checks are completed as required.

#### 4.7. Confidentiality and documentation

All records and information relating to employment screening are handled sensitively and securely by the Human Resource Office.

## 5. References

N/A

## 6. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 7. Policy Information

<b>Subordinate Schedules</b>	
<b>Accountable Officer</b>	Human Resource Manager
<b>Policy Type</b>	Policy
<b>Approved Date</b>	10/01/2023
<b>Effective Date</b>	11/01/2023
<b>Review Date</b>	11/01/2026
<b>Relevant Legislation</b>	<i>Working with Children (Risk Management and Screening) Act 2000</i> <i>Working with Children (Risk Management and Screening) Regulation 2020</i>
<b>Related Policies</b>	<a href="#">Blue Card Policy</a>
<b>Related Procedures</b>	
<b>Related forms, publications and websites</b>	
<b>Definitions</b>	<p><b>Applicant</b></p> <p>Any person applying for a position as a Worker.</p> <p><b>Worker</b></p> <p>Employee, cleric, religious brother or sister, volunteer, work experience participant or trainee of the Diocese, including those working in its parishes.</p>