

<b>Q252A</b>	<b>WORKING WITH CHILDREN CHECK PROCESS</b>
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All employees must have or be willing to obtain a DHS Working With Children Check (OR a DHS Child-Related Employment Screening Check if issued before 1 July 2019)

For the Working with Children Check:

1. From 1 December 2016, organisations must instigate clearances on the behalf of employees
2. All employees are made aware of this at the time of induction
3. Human Resources obtain verbal permission from employee to instigate the Screening Check
4. Once permission obtained, Human Resources team submit request for the Screening Check
5. Employees will receive a link and need to complete personal information. The completed form is then submitted to DHS
6. DHS assesses the application and once deemed cleared and no risk, we are emailed the Clearance
7. Human Resources advise employee of Screening Check and forward them a copy
8. Human Resources enter clearance data (reference number and expiry date) into NAV and monitor prior to expiry date to ensure clearances are maintained