

THE TIPPING FOUNDATION

A Bill Tipping legacy working together with Vista

Safety Screening Compliance Information

We work
together
so everyone
has a fair go



Applicant Information

The Tipping Foundation takes the safety and well-being of our clients and our staff seriously. All staff must undergo a rigorous screening process before being offered employment, whether they be a direct support worker or office based. We have a zero tolerance to abuse.

As such, The Tipping Foundation is a participant of the National Disability Services [NDS] Zero Tolerance initiative which promotes safer recruitment and screening practice to minimise the risk of abuse in care.

The Tipping Foundation is also a child safe organisation as prescribed by the Child Safety Commissioner which means we are committed and take action to ensure children in our care are provided a safe environment.

The following information summarises the safety screening compliance requirements for all applicants applying for paid employment positions.

All applicants are reminded that they must disclose during the selection process if they have been subject to any formal disciplinary action and/or criminal convictions. All disclosures will be treated confidentially and assessed without bias against prescribed criteria to minimise the risk to the people we support.



Requirements for all roles

Whether you are applying for a role in finance, a direct care position in disability or a management role, certain safety screening checks will be sought for all roles. Those are:

References

A minimum of two satisfactory professional references will be sought for preferred candidates with one being from the applicant's most recent employer. The Tipping Foundation conducts online reference checks using an online platform called Xref.

Police Record Check (National)

Prior to a confirmation of employment, preferred applicants must provide a satisfactory police record check. Applicants can apply for a police check using our self-service method, at your expense, which will be deducted from your first pay.

Police Record Check (International)

Any applicant who has resided overseas for more than 12 months in the last 10 years must provide a satisfactory police check from the country they resided in. We can conduct an international police record check for you, at your expense, which will be deducted from your first pay.

Right to work in Australia

All applicants must have proof of their right to work in Australia. The Tipping Foundation verifies an applicant's right to work using the Visa Entitlement Verification Online system.

Qualifications

Preferred applicants will be asked to provide original copies of qualifications as detailed on your curriculum vitae. Copies will be taken and originals returned to you.

Proof of Identity

Original documentation in line with the 100 point identity check will be requested from all preferred applicants. Copies will be taken and originals returned to you. Qualifying documentation would include the combination of passport and driving licence or birth certificate and driving licence.

Induction

All roles are required to undertake an induction prior to commencement of employment.

The roles

Disability Community and Residential roles

We know that disability community and residential roles are rewarding. The professional relationships that are developed working together can make a real difference to people with a disability living independent lives.

Disability Worker Exclusion Scheme

All preferred applicants for disability services roles will have their name checked against the Disability Worker Exclusion Scheme (DWES) operated by the Department of Health & Human Services (DHHS).

The Disability Worker Exclusion Scheme provides a mechanism to collect, store and use information about people who are unsuitable to work with clients in disability services. People who are found to be unsuitable are placed on the Disability Worker Exclusion List (DWEL) and are prevented from obtaining employment in disability services.

We will apply for the check on behalf of all preferred applicants prior to confirmation of employment.

Further information on the Disability Worker Exclusion Scheme can be found at <http://www.dhs.vic.gov.au>

Working with Young People

You may be applying for a role working with a young person in disability and/or a role in Child, Youth and Family. It is an industry requirement for all persons engaged to perform child related work to hold a valid Working with Children Check.

Working with Children Check (WWCC)

Under the Working with Children Act [2005] all individuals who engage in child related work must hold a valid, employment WWCC prior to commencing employment.

It is the individual's responsibility to hold a valid WWCC. You are responsible for covering the cost of your up-to-date Working with Children Check.

The WWCC is very different to a police record check and is an additional requirement when engaging in child related work.


Child, Youth and Family

Child, Youth and Family, involves the provision of services to children who do not have a safe family home to grow up in. Such services may be a temporary or long-term arrangement depending on the circumstances.

Along with a valid, employment WWCC, all preferred applicants must undertake a Disqualified Carer Check in accordance with the Children, Youth & Families Act (2005).

Carer's register

We will undertake a Disqualified Carer Check on behalf of all preferred applicants prior to confirmation of employment.



**We work together
with people with
disability, children
who are vulnerable
and families.**

Summary of safety screening checks required

The table below summarises what checks would be required for each service stream.

Safety Screening Check	Child, Youth & Family	Disability Services	All other roles
Reference checks	Yes	Yes	Yes
Police Record check [National]	Yes	Yes	Yes
Police Record Check [International] if required	Yes	Yes	Yes
Right to Work in Australia	Yes	Yes	Yes
Qualifications	Yes	Yes	Yes
Proof of identity	Yes	Yes	Yes
Induction	Yes	Yes	Yes
Disability Worker Exclusion Scheme check	-	Yes	-
Working with Children Check	Yes	As required*	As required*
Disqualified Carer Check	Yes	-	-

** If any role requires contact with a young person under 18 a WWCC will be required.*

Confidentiality & Privacy

We have stringent policies and procedures to ensure all information provided by applicants is appropriately managed in line with relevant industry and legislative governance.

Ongoing checks during employment

Ongoing safety screening checks may be required during employment. It is important to note that should a safety screening check expire during employment an employee may be removed from the workplace until such time as a satisfactory check is complete.

For example, under the Working with Children Act [2005] it is illegal to continue to employ a worker in child related work if their WWCC has expired.

Processing times

Satisfactory safety screening is a fundamental requirement of all preferred applicants prior to the commencement of employment. Every effort is made to process all necessary checks in a timely fashion however, individual applicant circumstances may cause a delay in processing.

Further information

If you have any questions regarding the content of this leaflet please contact the HR Department on 03 9564 1000 or via email on human.resources@tipping.org.au

