



# Bentleigh Secondary College

## DET Suitability for Employment Policy

### Suitability for Employment Checks

As part of the process for maintaining high standards of conduct and professionalism in the workplace, it is essential that principals/managers ensure that the Department's procedures for criminal record checks are implemented.

Verification of a satisfactory criminal record is achieved by ensuring the employment of new employees and engagement of volunteers proceeds in accordance with Department of Education and Training policy (for Victorian Public Servants), and legislative obligations pursuant to the Worker Screening Act 2020 (for school based non-teaching employees and volunteers), and to the Education and Training Reform Act 2006 Part 2.6 Victorian Institute of Teaching (for principals and teachers).

The Department has developed procedures for the conduct of criminal records checks for all school based and non-school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and Working with Children Checks to meet the Department's pre-employment suitability for employment requirements.

These procedures apply to:

- persons employed under the Education and Training Reform Act 2006
- persons employed under the Public Administration Act 2004
- volunteers
- casual employees including casual relief teachers
- student teachers and interns
- contractors
- home-stay families

### Other Resources

#### Policy & Guidelines

Suitability for Employment Policy - Last updated 1 April 2021

( PDF) ( WORD)

[Circular S053-2011 Working with Children \(WWC\) Check – Renewal Process](#)  
Working with Children Checks - requirements for Specialist Technicians

( WORD) [Circular S377-2007](#)

Working with Children Checks - Additional information

( WORD) [Circular S319-2007](#)

[Circular C364-2011 New Price Structure for Criminal Record Checks](#)

(Edumail username and password required)

#### Procedures & Forms

Consent to Check and Release National Police Record form

( PDF) ( WORD)

[National Police Record Check Data Entry Internet Site](#)

(Authorised users only, password required) (<https://www.eduweb.vic.gov.au/PROCS/>)

Criminal Record Checks Procedures - Last updated 8 May 2019

( PDF) ( WORD)

National Police Record Check System - User Manual Last updated 17 August 2016

( PDF) ( WORD)

#### Legislation

[Legislation](#)

[Awards](#)

[Certified Agreements](#)

[Ministerial Orders](#)

#### Contact

For further information, contact the Employee Conduct Branch - [employee.conduct@edumail.vic.gov.au](mailto:employee.conduct@edumail.vic.gov.au)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Approved by	School council
Next scheduled review date	2026