

Entrée Recruitment's Checks & Clearances Guide

More and more organisations are now requesting candidates who possess particular checks and clearances. Particularly within the education/schooling industry, and within the recently booming aged care industry, these checks are essential to working on site. In the circumstance of an immediate temporary need, an organisation will often not have the time to wait for these clearances to return (which can sometimes be up to 6 weeks!) before commencing a candidate. We have compiled this guide so that you may arm yourself with the information and knowledge as to what checks can be required and where to obtain them.

National Police Check

A National Police Check is a check for any potential police history information. After a check is conducted, you will receive a certificate stating the number of disclosable court outcomes recorded. An employer will utilise this certificate to determine whether or not they wish to (or can!) have you working on site. There are many avenues you can follow to obtain a National Police Check, including the Australian Federal Police or Australia Post. Through our experience, the quickest and easiest way to obtain a National Police Check is via [National Crime Check](#). These checks can be completed 100% online, are back within 24 hours, and are guaranteed to be valid Australia wide.

For no extra cost, you can apply for a deeper check for working with vulnerable people which means you are eligible to work in organisations that require such a check (such as some aged care/disability). It doesn't cost any extra and is still valid for normal businesses.

During your application you will need to put the check type as: Unsupervised Access and the Check Reason: Working in Healthcare / Aged Care / Vulnerable People.

What: National Police Check

Where: www.nationalcrimecheck.com.au

DHS Working with Children Check

People working or volunteering with children in South Australia must, by law, have a Working with Children Check. People need a Working with Children Check if they are in a 'prescribed position'. This means people who:

- are in paid or volunteering roles where it is reasonably foreseeable that they will work with children
- run or manage a business where the employees or volunteers work with children
- are employed to provide preschool, primary or secondary education to a child.

A Working with Children Check assesses whether a potential employee or volunteer could pose a risk to the safety of children, based on criminal history and child protection information. You can apply for a Working with Children Check yourself online via the [Department of Human Services](#).

What: DHS Working with Children Check

Where: <https://screening.sa.gov.au>

Disability Services Employment, Aged Care Sector Employment, Vulnerable Person Related Employment and General Employment Probity

In addition to the Working with Children Check, the Department of Human Services Screening Unit provides checks for Disability Services Employment, Aged Care Sector Employment, Vulnerable Person-Related Employment and General Employment Probity. The checks are a risk assessment. The Screening Unit does not decide if an individual is suitable for employment or volunteer work – it's up to the organisation to decide if someone is right for a role.

What: Department of Human Services Screening Checks

Where: <https://screening.sa.gov.au/>