Procedure: Background checking

Purpose
To inform current and prospective staff of background checks, required to confirm employment at the University.

Definitions

Background Check: A background check is the process of verifying certain job-related information provided by a candidate. This includes, but is not limited to Working with Vulnerable People Check; Criminal Record Check; Reference Check; Professional Registration; Medical Clearance; Right to work in Australia; Qualification Checking; Retrospective Media Checking; and Anti-Money Laundering Checking.

Working with Vulnerable People Check (WWVP): Required under the Working with Vulnerable People (Background Checking) Act 2011, and is aimed at reducing the risk of harm or neglect to vulnerable people. The Act requires anyone who works or volunteers with vulnerable people, to have a background check and be registered.

Vulnerable person: Is a child; or an adult who is disadvantaged or accessing a regulated activity in relation to the disadvantage.

Criminal Record Check: Provides a full background to an applicant’s national police of disclosable outcomes.

Reference Check: A confirmation of employment, performance and conduct check, from a current or former supervisor.

Professional Registration: Confirmation of registration with relevant professional bodies, where the position requires this to undertake the position.

Medical Clearance: May be required where a position requires confirmation of medical evidence that a candidate can undertake the physical demands of a role; or where there is a disclosed medical condition that may require further checking.

Right to work in Australia: Confirmation that a current or prospective staff member has the right to work in Australia, consistent with the requirements of the Department of Home Affairs.

Qualification Checking: Confirmation from a relevant institution, which a prospective or current staff member has completed the qualifications required for the position; or the qualifications they have declared to be in receipt of.
Retrospective Media Checking: An investigation into an applicant’s public claims of achievement, social media, awards; and other publicly available information.

Anti-Money Laundering Checking: A check that confirms the identity of a person across multiple databases including electoral rolls, driver licence registers and Medicare cards.

Procedure

1. Current and prospective staff are required to undergo background checking in relation to their employment.

2. All background checks are confidential and will not be disclosed to any individual, except to the extent necessary on a need-to-know basis.

3. Background checks are managed by an independent third party, who manage information in accordance with The Privacy Act (1988).

4. Employment with the University will not be confirmed without confirmation of successful background checking, and as such, all offers of employment are contingent on the successful completion of background checking.

5. Where a background check reveals a disclosable outcome, the Background Checking Committee review the outcome, and make recommendations to the action required.

6. Where the Background Checking Committee determine that the disclosable outcome limits the ability to fulfil the inherent requirements of the role, or has a high level of risk relative to the position, the pending offer of employment will be withdrawn. Where this occurs, the candidate and hiring manager are notified in writing.

7. The Background Checking Committee is comprised of the Director, Human Resources (Chair), Chief Operating Officer, the Registrar, Division of Student Administration and Academic Services, and University General Counsel (or nominee).

Types of checks

8. The type of background check required is relative to the position.

9. Effective from 15 March 2021, all staff are encouraged to hold a Working with Vulnerable People Check, which is to be registered with the relevant Authority.

10. Where a current staff member has a WWVP with disclosable outcomes, the Background Checking Committee reviews the disclosable outcomes, and makes a recommendation for the management of the outcome.

11. Effective from 15 March 2021, all prospective or current staff who have been made an offer of employment for a new or existing position within the University, are required to undergo the following background checks:
a. **Working with Vulnerable People Checks**: Required for all prospective and current staff; and

b. **Criminal record Check**: Required for all prospective and current staff; and

c. **Reference Checking**: Required for all prospective and current staff; and

d. **Professional Registration**: Required for all prospective and current staff, where the position description, job advertisement or matrix within this procedure requires professional registration to perform the inherent requirements of the position; and

e. **Medical Clearance**: Required for all prospective and current staff, where position description, job advertisement or matrix within this procedure requires confirmation that a candidate can meet the physical demands of the position; or where there has been a disclosed medical condition which require further checking; and

f. **Right to work in Australia**: Required for all prospective and current staff, who do not hold Australian Citizenship; and

g. **Qualification Checking**: Required for all prospective and current staff, where the position description, job advertisement or matrix within this procedure requires qualifications to complete the inherent requirements of the position; or where a candidate has declared qualifications; and

h. **Retrospective Media Checking**: Required for all prospective and current members of the ANU Executive, Residential Accommodation Staff; and staff with financial delegation over $100,000; and

i. **Anti-Money Laundering Checking**: Required for all prospective and current members of the ANU Executive, staff with financial delegation over $100,000; all staff within the Human Resources Division, all staff within the Finance & Business Services Division, and relevant staff within Information Technology Services.

12. The cost for all background checks is borne centrally.

13. The management of background checks is managed by the Human Resources Division who can be contacted at backgroundchecking@anu.edu.au
<table>
<thead>
<tr>
<th>Position</th>
<th>Working with Vulnerable People check</th>
<th>Criminal record check (Not required where WWVP is completed)</th>
<th>Reference checking</th>
<th>Professional registration</th>
<th>Medical clear ance</th>
<th>Right to work in Australia</th>
<th>Qu alification checking</th>
<th>Retrospective medical checking</th>
<th>Anti-Money Laundering /Counter Terrorism</th>
<th>Character reference for Temporary Skill Shortage visas</th>
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<td>Casual sessional academics, lecturers and tutors who teach to first year students</td>
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<td>ANU Medical School registered practitioners</td>
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<td>All other academic staff</td>
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<td>All other employees</td>
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