

People & Culture Leader Guide – Worker Screening

Purpose

As a leader, it is important that you are aware of our obligations and your accountabilities, under our internal worker screening policy and worker screening legislation, to ensure the safety of our people.

Worker screening checks can include:

- Criminal History Screening (Yellow Card) – Queensland only
- Working with Children Check in the relevant State / Territory
- Disability Worker Exclusion Scheme (DWES) – Victoria only
- National Police Checks

Children and people with a disability can be more vulnerable to abuse, neglect or exploitation than other members of the community, therefore relevant security checks will need to be lodged before workers can commence employment.

Key Information

- All staff are required to submit all worker screening paperwork **prior** to commencing their first shift
- For roles that require a blue card, staff must hold the blue card (confirmation email) before they can commence their first shift
- All volunteers must hold **completed** worker screening checks prior to commencing
- Holding current worker screening checks is a requirement for all staff and volunteers, as per the below. If staff do not hold a current check, they are considered non-compliant, and will not be able to attend work.

Check	Who Requires this check?
National Police Check	<ul style="list-style-type: none"> • All staff and volunteers are required to lodge a national police check with our provider
Blue Card (QLD)	<ul style="list-style-type: none"> • All QLD staff working within Service Delivery (excluding staff who solely work at Recycling Non-ADE sites) • Staff members supervising work experience students who do not bring their own support person with them on-site • All QLD staff working in People & Culture, the Executive Leadership Team and Board Members • All QLD staff working in Community Solutions Group
Yellow Card (QLD)	<ul style="list-style-type: none"> • All QLD staff working within Service Delivery (excluding staff who solely work at Recycling Non-ADE sites) • All QLD staff working in Community Solutions Group
Working with Children Check (NSW/VIC)	<ul style="list-style-type: none"> • All NSW/VIC staff working within Service Delivery • All VIC staff working in Community Solutions Group • Staff members supervising work experience students who do not bring their own support person with them on-site.

DWES (VIC)	<ul style="list-style-type: none"> All staff working within Service Delivery (excluding staff who solely work at Recycling Non-ADE sites) All VIC staff working in Community Solutions Group
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Summary of Accountabilities

Hire / Recruit	<ol style="list-style-type: none"> Leaders determine if worker screening (i.e. Blue/ Yellow card) is required for the role at Requisition. People Experience team send successful candidate appropriate forms when offer of employment is sent. A candidate must have a current blue card (if required for the role) prior to an offer of employment being issued. Candidate advises what security they already have and completes relevant applications. People Experience team update PeopleSoft record.
Renewal	<ol style="list-style-type: none"> Leader ensures a staff member visits Me@endeavour on the intranet to complete the appropriate renewal prior to expiry. Employee fills out all required areas of the application. Payment is made by the employee. Leader or Employee lodges application. Email confirmation of lodgement to peopleexperience@Endeavour.com.au Employee is notified once the positive notice/exemption has been issued and sends a copy to peopleexperience@endeavour.com.au People Experience team update PeopleSoft record.

For further information & links to required forms please access the Worker Screening page on [Me@Endeavour](#)