



## Background checking

### ***Introducing background checks for all current and prospective ANU employees***

ANU is committed to providing a safe environment for our students and staff and we require the highest standards of behaviour and conduct.

Effective from 15 March 2021, ANU will commence background checking to:

- ensure a safe environment;
- align with community standards; and
- protect the standing of the University, for its staff and students.

### ***What is a background check?***

A background check is the process of compiling and verifying information related to employment with an organisation. This information is used to make sure all staff employed by an organisation with community standards of behaviour and conduct.

### ***What is changing?***

- All current staff who are successful in a temporary or permanent transfer to a new position following a competitive recruitment process will undergo a range of background checks, prior to an offer of employment being issued and relative to the Background Checking Procedure.
- All casual staff who are receive a new casual contract will undergo a range of background checks, prior to an offer of employment being issued and relative to the Background Checking Procedure..
- All prospective staff will undergo a range of background checks prior to an offer of employment being issued and relative to the Background Checking Procedure.
- Prospective staff will be unable to commence employment until background checks have been successfully completed.

There is no change to staff in student-facing roles who already required background checks as part of their employment.

### ***Types of checks***

Many current staff already hold an active Working with Vulnerable People (WWVP) registration, either through a current requirement of their role, or through their involvement in a community activity, such as a children's sporting team.

If you already have an active WWVP registration, the University are able to list this within the Human Resources Information System. If you have an active WWVP registration that is not yet listed, please email

[backgroundchecking@anu.edu.au](mailto:backgroundchecking@anu.edu.au) with a copy of your registration.

For current and prospective staff who are subject to a recruitment process or require a letter of offer, the background checks required will be relative to position and financial delegation, and may include:

- Criminal record
- Financial record
- Employment history
- Professional registration
- Qualification checking
- Right to work in Australia

For certain appointments across the University, largely linked to seniority or financial delegation, future staff may also be required to undertake:

- Media checking
- Anti-money laundering checking.

The requirement for each check, relative to position, is specified in the *Background Checking Procedure*.

### ***The process - what you need to do***

Following a recruitment process and advice that you are the preferred candidate for a position, you will receive an electronic link to complete the background check(s) relevant to your position. Please follow the link and enter the information required in the secure portal.

The check will be completed with the relevant authority (such as Access Canberra or the Australian Federal

#### ***Further information***

For further information, please contact the Human Resources Division at [backgroundchecking@anu.edu.au](mailto:backgroundchecking@anu.edu.au)

Police) and paid for by ANU. The results of the check will be returned to the Human Resources Division via a secure portal.

If your background check is returned with no notifiable outcomes, we will let you know about the successful completion of the check and the expiry or next review date, and an offer of employment will be made.

Where your background check has identified a notifiable outcome, we will confidentially discuss this further with you in consultation with the Background Checking Committee (see "What if my check comes back with a notifiable outcome" below).

## FAQs

### **Why does the University require background checking?**

Background checks are common across most major Australian employers. This will bring the University in line with other sector leaders and employers outside of higher education. The University is committed to providing a safe environment for all students and staff. By completing background checking, the University can be assured we have a safe environment.

### **What types of things are the University looking for?**

Anything which could significantly affect staff and student safety on campus. Typically, this could be an offence that has been determined in court by the Australian judiciary system and directly impacts campus safety, or a staff member's ability to perform the inherent duties of their role.

The University understands that a number of notifiable offences may not affect campus safety or may not be relevant to a staff member's ability to perform their role.

### **What offences would disqualify me from passing a background or WWVP Check?**

Examples of disqualifying offences include murder, homicide, acts intended on causing injury, sexual assault and related offences, abduction, harassment, dangerous or negligent acts, fraud and deception, and drug offences.

It does not include offences such as minor traffic infringements.

### **What happens if my check comes back with a notifiable outcome?**

The Background Checking Committee will review the outcome and make a recommendation.

For offences which are not relevant to a staff member's role or do not affect campus safety, it is likely that no further action will be required.

For notifiable outcomes which affect campus safety, the management outcome may vary, depending on the reported offence and the staff member's main duties.

Where possible, the University will make all necessary steps to manage any outcomes, with least disruption to the staff member and the work area, whilst maintaining confidentiality.

### **How often are checks required?**

This will depend on the type of check and whether it has an expiry date. The most common type of check is the WWVP, which is valid for two to five years depending on the location of the campus you work on.

### **Do I have to complete any background checks?**

Yes. All current staff are required to complete a WWVP as part of their employment.

All future staff will be required to complete a range of checks, relative to their letter of offer.

### **Can I make a disclosure prior to undergoing a background check?**

Yes, if you would prefer to discuss your situation with a senior member of the Human Resources Division, you can make a voluntary disclosure to [backgroundchecking@anu.edu.au](mailto:backgroundchecking@anu.edu.au) and it will be confidentially received and reviewed by the Background Checking Committee.

### **What if I don't want to undergo a background check?**

The University requires all staff to complete mandatory checks under the Background Checking Procedure.

If a staff member refuses to complete a check, the Human Resources Division will work with them to address any potential concerns.

Should this not result in a positive outcome, further consultation would occur with the aim of resolving the matter within the University's current staffing framework.

Prospective staff must undergo background checking prior to receiving an offer of employment.

### **I have reservations around the security and privacy of my information. Who is issuing the electronic link for my background check?**

The University has engaged MakeSure, a National third-party provider who will manage the completion of all background checks. The Human Resources Division will allocate checks to staff members through MakeSure's online portal.

The University has completed a Privacy Impact Assessment of the MakeSure system to ensure it meets the security and privacy of information requirements. MakeSure has been approved for use by the University's Chief Information Security Officer and Chief Privacy Officer.

Further information on MakeSure's security and privacy can be found [here](#).

### **Where will my personal information be stored?**

All information will be managed in accordance with the Privacy Act 1988. The University will place certificates of completed checks on a staff members personnel file, and MakeSure will destroy all records as defined within the Act.

### **Do I have to undertake additional checks if I move positions within the University?**

Your WWVP check is relevant for all positions within the University. You may be required to undertake additional checks such as professional registration or qualifications checking if your new position requires these types of checks.

### **How long do background checks take to be completed?**

It varies depending on the type of check and the individual's history, however for the WWVP the average

processing time is around three days, once all information has been provided.

**What if I am overseas or live in another state or territory?**

As the Background Checking Procedure relates to all University staff, background checks will be required, regardless of location.