

DEFENCE WORKING WITH VULNERABLE PEOPLE AND CHILDREN SUITABILITY ASSESSMENT

INTRODUCTION

1.1 The Department of Defence does not tolerate child abuse or exploitation. Defence recognises that it is the shared responsibility of all adults to protect young people (under the age of 18) from foreseeable harm, and members are expected to maintain the highest behavioural standards when working with young people. In Australia, there is recognition that organisations working with young people also have a role in protecting them, and need policies and procedures to do so.

1.2 Defence interacts¹ with young people in a range of contexts both in Australia and overseas. These activities include, but are not limited to: Defence youth programs to engage with and/or develop young people; Defence Force Recruiting; ADF Initial Entry Training, or contact² with young people in the course of domestic and international operations.

POLICY INTENT

1.3 Defence's approach to working with youth is part of the broader Defence Youth Safety Framework (DYSF).

1.4 Defence adopts an organisation-wide approach to compliance with state and territory legislation and relevant Commonwealth legislation and policies that protect young people.

1.5 Defence personnel and non-Defence personnel³ are made aware that, as a condition of their employment, contract or engagement in Defence, they will undergo relevant suitability assessments should they work in positions where they interact with young people.

1.6 This policy establishes the measures required to meet Defence's youth safety obligations, including but not limited to: international protocols and agreements; Commonwealth, state and territory legislation; and common law.

1.7 Additional detail on the management and administration of Defence members is located in the *Military Personnel Policy Manual*.

1.8 The requirements applying to ADF Cadets members who engage with,

¹ **Interact.** To interact means to communicate and react to the people you're involved with. If two or more people interact, or if one person interacts with another, they communicate with one another and react to one another, often while performing an activity together.

² **Contact. In the Defence Context.** Interaction involving Defence Personnel and non-Defence personnel, as part of their normal duties and one or more person/people under the age of 18. Contact is regular, frequent or prolonged, physical, face-to-face, oral communication, written communication or electronic communication; including regular use of social media, and / or includes overnight activities or unobserved supervision.

³ **Non-Defence personnel:** all persons, paid or unpaid, who are not Defence personnel. which include:

- a. locally engaged employees
- b. contractors, consultants and external service providers
- c. ADF Cadets adults.

manage or supervise cadets is contained in the Youth Policy Manual.

1.9 The following guides should be read in conjunction with this policy:

- a. Defence Youth Safety Risk Management Guide
- b. Position Identification and Annotation Guide
- c. Defence Suitability Assessment Guide
- d. Defence Youth Safety Self-Declaration Guide
- e. Defence Youth Safety Training Guide

1.10 The [Youth Policy Manual Glossary](#) provides definitions and terms relating to this policy.

State and Territory Legislation

1.11 Defence personnel and non-Defence personnel who engage with young people on behalf of Defence must meet the requirements of the relevant state's or territory's child protection legislation.

1.12 Each state and territory has its own child protection legislation, which differs from jurisdiction to jurisdiction. Further information on the relevant⁴ state/territory child protection legislation is provided in Annex A.

1.13 Where a relevant jurisdiction has a more stringent requirement than that adopted by Defence, Defence must comply with it, in addition to meeting the requirements of this policy. Incidents that may be in breach of relevant legislation and/or this policy must be reported and dealt with promptly in accordance with the relevant Defence policy.

PRINCIPLE

1.14 The principle that underpins this policy:

- a. **Principle 1:** Defence will take all reasonable steps to ensure the suitability of Defence personnel and non-Defence personnel to engage with young people on behalf of Defence.

1.15 The department operates in accordance with state and territory legislation to ensure it complies with working with children and vulnerable people legislation. This involves a background check that assesses an individual's criminal history and non-conviction information, and determines whether or not an individual poses an unacceptable risk of harm to young people.

OVERVIEW - THE WORKING WITH VULNERABLE PEOPLE AND CHILDREN SUITABILITY ASSESSMENT PROCESS IN DEFENCE

1.16 On commencing employment with Defence, the following checks are applied in support of the department's Defence Youth Safety Framework:

- a. **ADF Members.** As part of the recruitment process, applicants are required to

⁴ Relevant jurisdiction: the state or territory which is the primary location of a person's work or volunteering.

undergo a National Criminal History Check coordinated by the Australian Criminal Intelligence Commission in partnership with Australian police agencies. This check forms part of the fit and proper person test applied on appointment or enlistment in accordance with Subsection 12(3) of the Defence Regulation 2016.

- b. **APS.** For Defence APS employees, the Jurisdictional Working With Vulnerable People and Children (WWVP/C) suitability assessment (as variously described in relevant jurisdictions) must be undertaken as part of the recruitment process prior to the employee commencing work with the department. It is part of the mandatory pre-employment checks authorised under Subsection 22(6) of the *Public Service Act 1999*⁵.
- c. **Contractors and consultants.** Contracts that will require contractors and consultants to work with young people will not be entered into until evidence is provided that the personnel providing the service hold the relevant WWVP/C clearance. Each Defence business area is responsible for this assurance as part of the procurement process.

YOUTH SAFETY RISK ASSESSMENT

1.17 A key aspect of assessing the youth safety risk is the level of interaction and/or contact the position / role has with young people. In the context of youth safety, the main risks for young people are the risks of physical abuse, sexual abuse, emotional abuse, and neglect. Youth safety risk assessments aim to identify and minimise the risks for Defence and Defence personnel, which are of legal liability and risk to reputation.

1.18 [The Defence Youth Safety Risk Management policy](#) provides further information, including the youth safety risk assessment matrix, which is intended to be used as a guide that can be adapted according to each organisation's risk management approach and/or related policies. Defence organisations / units may use the template as part of their broader organisational risk assessment.

PERSONNEL WHO HAVE MINIMAL INTERACTION WITH YOUTH

1.19 Not everyone who interacts with young people in Defence needs a WWVP/C clearance. For example if the interaction is not part of the incumbent's normal duties and is incidental to their work, but they may have minimal interaction⁶ with young

⁵ PUBLIC SERVICE ACT 1999 - SECT 22 Engagement of APS employees

(6) The engagement of an [APS employee](#) (including an engagement under section 72) may be made subject to conditions notified to the employee, including conditions dealing with any of the following matters:

- (a) probation;
- (b) citizenship;
- (c) formal qualifications;
- (d) security and character clearances;
- (e) health clearances.

(7) [Subsection \(6\)](#) does not, by implication, limit the conditions that may be applied to the engagement of an [APS employee](#).

⁶ **Minimal Interaction.** This relates specifically to positions where the interaction is not part of the incumbent's normal duties, is incidental to their work and / or their interaction can be observed by others. This includes such circumstances as:

- supervising a young person / group of young people on a range.

people youth, their position will be deemed non-youth-facing. Examples of 'non-youth-facing' positions are available in the [Position Identification and Annotation Guide](#) and the required due diligence actions are provided in Annex B.

DETERMINING IF A ROLE OR PERSON SHOULD UNDERGO A WORKING WITH VULNERABLE PEOPLE AND CHILDREN ASSESSMENT

1.20 **Identification and annotation of positions.** A record must be kept of all positions that have been identified as a youth-facing⁷ position (ie. requiring a WWVP/C check). This information, including the reference number, clearance type and expiry date is to be stored on the member's personal file, maintained under the Position Accomplishments tab within Defence One. Defence organisations / units are responsible for renewing WWVP/C Check.

1.21 Commanding Officers/managers of all Defence organisations / units must ensure that all positions, including positions occupied by non-Defence personnel, are reviewed annually to determine if there is contact⁸ with young people. Including, whether the contact is a part of the individual's normal duties and not incidental to their work and whether the contact is able to be observed by other staff, or conducted where there is no natural observation, such as in an interview room and can be considered unsupervised.

1.22 The purpose of the annual review is to confirm whether the nature of existing positions warrant the retention, removal of addition of a WWVP/C check. The same assessment process must also be applied to new positions as they are created.

1.23 Annex C Determination of the Requirement for Youth Safety Suitability Assessment Action, provides a decision flow chart that will assist personnel in determining the types of suitability screening action that may be required, based on the contact that a position / role has with young people.

1.24 [The Position Identification and Annotation Guide](#) contains information on the steps involved in identifying and annotating positions. The guide also includes examples of the types of positions / roles and the suitability assessment actions that may be required and the relevant proficiency numbers for each youth-facing position.

MANAGEMENT OF WORKING WITH VULNERABLE PEOPLE AND CHILDREN ASSESSMENT

1.25 As a general rule, it is a requirement for all Defence personnel / non-Defence personnel to have a WWVP/C clearance before commencing duties in a youth-facing role / position. However, in the event that Defence personnel / non-Defence personnel are assigned / posted to a youth-facing role / position and they do not have a valid jurisdiction WWVP/C the CO / manager should use the Defence Youth Safety Self-

-
- serving a young person / group of young people in a mess.
 - engaging with a young person / group of young people during a demonstration.
 - engaging with young person in a group context.

⁷ **Youth-facing position.** A youth-facing position is an annotated position, where the contact with a person under the age of 18 is part of the individual's normal duties and not incidental to their work.

⁸**Contact. In the Defence Context.** Interaction involving Defence Personnel and non-Defence personnel, as part of their normal duties and one or more person/people under the age of 18. Contact is regular, frequent or prolonged, physical, face-to-face, oral communication, written communication or electronic communication; including regular use of social media, and / or includes overnight activities or unobserved supervision.

declaration⁹ as follows until the individual can obtain a WWVP/C clearance.

1.26 In the event that a state or territory authority does not process an application for a WWVP/C clearance, or a jurisdiction exemption for a WWVP/C clearance will be applied, the CO / manager should use the Defence Youth Safety Self-declaration for the period of the members posting in that position, or until such time as the member can obtain a WWVP/C clearance.

1.27 The relevant area / unit in Defence is required to bear the cost of WWVP/C assessments.

1.28 Defence Commanding Officers, Managers, employees, contractors and consultants should note that WWVP/C checks under each state and territory's legislation have different validity periods ranging between three and five years. During the validity period relevant jurisdictions monitor clearance holders' criminal records and professional conduct determinations and findings. If informed of a change in these records, the relevant jurisdiction will determine if the individual can continue to work with young people / children or revoke the clearance.

1.29 Holders of a WWVP/C clearance must immediately report to their chain of command/line manager if a jurisdiction has revoked their clearance. It is the responsibility of the relevant CO/manager and the employee or contractor to ensure that clearances are current.

1.30 WWVP/C checks are not transferable between states and territories. Organisations or individuals that work or volunteer with young people/children across state or territory boundaries need to ensure that they have obtained appropriate clearance checks and screenings for all relevant separate jurisdictions in accordance with the relevant jurisdictions' legislative requirements.

1.31 However, state and territory governments apply standard exemptions that allow people who need to cross borders to work and volunteer with young people / children. These exemptions allow people to participate in national and inter-jurisdictional activities on a short-term basis. Interstate visitors can work and volunteer with young people / children for a period of up to 30 days in the same calendar year.

1.32 If Defence personnel and non-Defence personnel are determined by the relevant state or territory authority as being suitable and not posing a risk to children and young people, they then become the holder of a WWVP/C clearance. A clearance holder can be engaged in a role that has contact with young people in Defence.

EXCLUSION OF CERTAIN PERSONS FROM CONTACT WITH YOUNG PEOPLE IN DEFENCE

1.33 Defence expects that all personnel, contractors and ADF Cadets members, including volunteers and visitors, will act in the best interests of young people with their safety and wellbeing given the highest priority at all times.

1.34 Taking into account the unique context of Defence activities, situations may arise that cause a CO/manager to consider a person unsuitable to perform duties in a

⁹ A statutory declaration (legal document) stating that the declarer has/or does not have convictions, including spent and/or pending charges for a relevant offence that may impact on their engagement with youth. More information can be found at paragraph 1.48 *The Defence Youth Safety Self-declaration*.

youth-facing position. For example:

- a. if a preliminary assessment of an individual's criminal record or professional conduct determinations or findings has indicated that they will not pass the Working with Children Check.
- b. if an individual has failed a WWVP/C assessment.

1.35 Determinations relating to a person's unsuitability to perform duties in a youth-facing position should include the following factors:

- a. the wellbeing of young people and their protection from harm is the paramount consideration in all decision-making concerning acceptance or exclusion of persons from working in a related area
- b. the person should be informed of the reason for their exclusion from engagement with young people in Defence.

1.36 Information for decision-makers is provided in Good Decision-Making in Defence: A Guide for Decision-Makers and those who brief them.

1.37 **Adverse findings.** If a person is found unsuitable during the conduct of a WWVP/C check or a National Police History Check, Defence has a number of actions open to it depending on the circumstances. Options may include:

- c. immediately reassigning the employee to a role not involving contact with young people
- d. referring the matter for an investigation/inquiry of a suspected breach of the APS Code of Conduct or the Defence Youth Safety Code of Conduct
- e. withdrawing an offer of employment
- f. cancelling an internal transfer process
- g. terminating the employee's employment.

1.38 For non-Defence personnel, options may include:

- a. non-engagement of contracted services with the department
- b. terminating the contract
- c. withdrawal / cancellation of the volunteer's engagement with young people in any capacity.

1.39 **Reporting a change in circumstance.** Holders of a WWVP/C clearance must immediately report to their chain of command/line manager if:

- a. their clearance is cancelled
- b. conditions are imposed upon their clearance.

1.40 If necessary, COs / line managers must take immediate action for the employee, contractor/ consultant or volunteer to cease contact with young people or move them into a position that does not require a clearance.

1.41 **Incident Reporting.** In the event that an employee, contractor or consultant becomes aware of, or has reasonable belief or suspicion of, any abuse or neglect towards a young person through their work, they must report in accordance with the Defence Interim Instruction - [Required Behaviours in Defence](#) and the Defence Youth Safety Framework policies in the [Youth Policy Manual \(YOUTHPOLMAN\) Part 1](#).

1.42 **Relevant Offence**¹⁰. Following an allegation that a person working in or supporting a program involving young people has committed a relevant offence, they are normally to be removed from all duties in connection with any Defence program involving young people until the outcome of the investigation/inquiry is confirmed.

DEFENCE YOUTH SAFETY CODE OF CONDUCT

1.43 Defence's expectations of an adult interacting with young people is different from its expectations of a young person interacting with their peers. This includes establishing and maintaining clear boundaries that serve to protect young people from abuse and inappropriate behaviour of adults/people in leadership positions. For example, an adult is expected to take all reasonable steps to protect a young person from harm; a young person is expected to refrain from engaging in potentially harmful behaviour. For this reason, specific codes of conduct are required by Defence areas / units for adults and young people.

1.44 Senior Defence leaders are to ensure that youth safety is embedded within their organisations Codes of Conduct.

1.45 COs and Managers are to ensure that their unit / program maintains a Youth Safety Code of Conduct, and that all Defence and non-Defence personnel demonstrate their commitment to youth safety through their agreement to undertake their duties in accordance with the [Youth Safety Code of Conduct](#).

1.46 Defence requires its personnel and non-Defence personnel who interact with young people to act according to the professional practice standards and guidelines outlined in relevant Defence organisational youth safety code of conduct and other relevant requirements that are specific to their role.

1.47 [The Defence Youth Safety Code of Conduct Guide](#) outlines the purpose of a youth safety code of conduct, and considerations when developing a code of conduct, and lists specific behavioural expectations for both adults and young people. This information can be used by Defence areas / units to develop a new code, or review an extant code of conduct.

DEFENCE YOUTH SAFETY SELF-DECLARATION

1.48 The Defence Youth Safety Self-declaration is a statutory declaration stating that the declarer has/or does not have convictions, including spent and/or pending charges for a relevant offence that may impact on their engagement with youth. It undertakes to notify their chain of command/line management of their suitability to work

¹⁰ Relevant Offence - Refer to the YOUTHPOLMAN Glossary for the definition of a relevant offence.

with vulnerable people and children.

1.49 The Youth Safety Self-declaration should only be used in exceptional circumstances¹¹ and is to be informed by a youth safety risk assessment. The Self-declaration remains valid as long as its content remains true and correct. The application of the Self-declaration depends on the circumstances for which it is being used.

1.50 COs/Managers/CMAs, where appropriate, may consider the use of other due diligence checks¹² to be more effective. Defence Due Diligence Actions should be implemented by the relevant element, as described in Annex C. These actions have validity periods that apply to them.

1.51 The Self-declaration must be stored as evidence using the appropriate access limitations within a Defence recordkeeping management system (Objective) in accordance with the Defence Security Manual and the Records Management Policy Manual.

1.52 The Self-declaration Guide provides instructions for completing the Self-declaration and an example of a completed statutory declaration. It is located on the Defence youth website - [YouthHQ](#). Youth HQ is a portal for information relating to Defence youth matters.

PEERS OR COLLEAGUES OF YOUNG PEOPLE WHO ARE 18 YEARS OF AGE OR OLDER

1.53 Defence personnel under 18 years of age are exempt from the requirement to hold a WWVP/C Clearance. These personnel are required to complete [Level 6 \(Youth\) Safety Training](#).

1.54 Defence members aged 18-25 who are completing an ab-initio or Initial Employment Training program with Defence members under the age of 18 (a peer or colleague) do not require a WWVP/C clearance. These peers are required to complete [Level 1 Youth Safety \(Awareness\) training and Level 6 Young Adult \(18-25\) Youth Safety training](#)

1.55 Peers or colleagues over the age of 25 years are to complete a minimum of Level 1 Youth Safety (Awareness) training, and may be required to complete [Level 6 Young Adult \(18-25\) Youth Safety training](#) at the discretion of the Unit Commander.

1.56 ADF Cadets participants who are 18 years of age or older, and remaining as a participant in the program, are to adhere to the membership requirements contained in [Youth Policy Manual \(YOUTH POLMAN\) Part 2](#) and the individual Cadet organisations' transition procedures.

CONSIDERATION OF CHILDREN AND YOUNG PEOPLE DURING DOMESTIC AND INTERNATIONAL OPERATIONS

1.57 The Australian Defence Organisation must take all reasonable steps to protect young people with whom Defence personnel and contractors may interact with in the

¹¹ Exceptional circumstances are unintended situations which may prevent the application of specific policy requirements, or non-routine circumstances which may require additional actions to meet specific program requirements and/or outcomes.

¹² Due diligence actions. Specific youth safety risk mitigation actions undertaken to assess an individual's suitability to engage with youth in Defence. These actions are non-legislative and are informed by a youth safety risk assessment.

course of domestic and international operations. Identification of risks relating to the interaction of Defence personnel and contractors with young people should be considered during operational planning.

1.58 As far as is reasonably practicable, Defence personnel and contractors likely to have contact with young people in the course of a deployment, must complete [Level 1 Youth Safety \(Awareness\) training](#). This should normally be completed during pre-deployment training. Examples of contact include: direct supervision of unaccompanied children from suspected illegal entry vessels; teaching in trade schools (such as those in Afghanistan); and conducting a youth program (such as the Duke of Edinburgh Scheme).

1.59 Additional issues, such as Australia's obligations under international protocols to protect women and children, also need to be considered as part of broader operational planning. These matters are beyond the scope of this policy.

CHECKING OF SPECIFIED PERSONNEL/CONTRACTORS LOCATED OVERSEAS

1.60 Defence personnel on deployment overseas who engage locally employed civilians (LEC) or non-Australian-based contractors must utilise the local government resources or local child protection authorities in the locality deployed, if they exist, to verify the LEC's or non-Australian-based contractors' suitability to work with children on behalf of Defence. If local child protection authorities do not exist due diligence actions are to be utilised (see Annex C).

PRIVACY

1.61 The Department of Defence collects personal information for the purposes of determining an individual's suitability to work with young people. The information collected as part of this process will be treated as confidential and managed in accordance with the Defence Privacy Policy. In certain circumstances information may be disclosed to law enforcement bodies, child protection agencies or other organisations where it is considered necessary to safeguard a young person. It is not anticipated that the information will be given to a recipient outside Australia. This policy is supplemented by the privacy provisions contained in [YOUTHPOLMAN Part 1](#).

1.62 If an individual has concerns about how Defence handles the personal information it holds, or wants to access or request a change be made to that information, they should contact the Defence Privacy Officer at defence.privacy@defence.gov.au.

1.63 **Confidentiality.** It is important to maintain appropriate levels of privacy and confidentiality. Individuals making decisions are to consider what information is shared, with whom and when. Information should only be shared with those who have an appropriate reason to know and be limited to what they need to know. Guidance on the disclosure of personal information can be found on the YOUTHQ website.

MONITORING AND REPORTING

1.64 Chief of Joint Capabilities has overall responsibility for monitoring Defence youth safety policies on behalf of the Secretary and the CDF.

1.65 Head, Reserve and Youth Division (HRYD), on behalf of Chief of Joint Capabilities, monitors and reports on the status of implementation, and compliance with, Defence youth safety policies.

1.66 HRYD is to provide reports on the level of compliance across Defence to the Defence Youth Safety Advisory Board at a minimum of every six months.

1.67 Management / implementation of Defence youth safety policies in each Group and Service is the responsibility of each Group Head and Service Chief.

Accountable Officer: Chief of Joint Capabilities

Policy Owner: Head Reserve and Youth Division

Annexes

- A. State/Territory Child Protection Legislation
- B. Decision Flow: Determination of the Requirement for Youth Safety Suitability Assessment Action
- C. Due Diligence Actions

Related Material

- A. Youth Policy Manual Part 1
- B. Defence Youth Safety Framework policies, procedures and protocols located on YouthHQ
- C. Guides
 - (1) Youth Safety Code Of Conduct containing minimum mandatory requirements
 - (2) Difference between National Police and Working with Vulnerable People and Children Assessments
 - (3) Defence Youth Safety Framework Risk Management
 - (4) Defence Youth Safety Self-Declaration
 - (5) Defence Youth Safety Suitability Assessment
 - (6) Incident Management
- D. Youth Safety Training modules
- E. A Guide for Decision-Makers and those who brief them

State/Territory Child Protection Legislation

Jurisdiction	Legislation	Working With Vulnerable People/Children Check and National Police Check Contact Details
Australian Capital Territory	<u>Working with Vulnerable People (Background Checking) Act 2011</u>	<u>Working With Vulnerable People (WWVP) Registration</u> Access Canberra Ph: (02) 6207 3000 Email: wwvp@act.gov.au National Police Check <u>Australian Federal Police</u> Ph: (02) 6140 6502
New South Wales	<u>Child Protection (Working with Children) Act 2012</u>	<u>Working with Children Check</u> <u>Office of the Children's Guardian</u> Ph: (02) 9286 7219 Email: check@kidsguardian.nsw.gov.au
Victoria	<u>Working with Children Act 2005</u>	<u>Working with Children Check</u> <u>Department of Justice and Regulation</u> Ph: 1300 652 879 Email: workingwithchildren@justice.vic.gov.au National Police Check <u>Victoria Police</u> Ph: 1300 88 15 96
Tasmania	<u>Registration to Work with Vulnerable People Act 2013</u>	<u>Working with Children Registration</u> Consumer, Building and Occupational Services (Division of the Department of Justice) Ph: 1300 65 44 99 National Police Check <u>Tasmania Police</u> Ph: (03) 6173 2928
Queensland	<u>Working with Children (Risk Management and Screening) Act 2000</u>	<u>Blue Card Services</u> Freecall: 1800 113 611 Ph: (07) 3211 6999

Annex C

<p>South Australia</p>	<p><u>Child Safety (Prohibited Persons) Act 2016</u></p>	<p><u>Screening Checks</u> <u>Department of Human Services</u> Ph: 1300 32 15 92 National Police Check <u>South Australia Police</u> Ph: (08) 7322 3347</p>
<p>Western Australia</p>	<p><u>Working with Children (Criminal Record Checking) Act 2004</u></p>	<p><u>Working With Children Check</u> <u>Department of Communities</u> Freecall: 1800 883 979 Ph: (08) 6217 8100 Email: <u>checkquery@cpfs.wa.gov.au</u> National Police Check <u>Western Australia Police Force</u></p>
<p>Northern Territory</p>	<p><u>Care and Protection of Children Act 2007</u></p>	<p><u>Working With Children Clearance</u> <u>Northern Territory Government</u> Ph: 1800 72 33 68 Email: <u>safent.police@pfes.nt.gov.au</u></p>
<p>Commonwealth</p>	<p><u>Public Service Act 1999</u></p>	<p>APS Values and Code of Conduct</p>

Due Diligence Actions

1. Due diligence actions are not legislative requirements; they are informed by a youth safety risk assessment. Defence elements/units have a number of due diligence actions open to them, depending on the circumstances.
2. The specific actions to be taken, and the number thereof, are to be informed by a youth safety risk assessment. [The Defence Youth Safety Risk Management Guide](#) provides generic information on youth safety risk mitigation actions that could be taken on completion of a youth safety risk assessment.
3. Due diligence options may include:
 - a. Reviewing the participant's Military Conduct Record (Defence members)
 - b. The participant reading and signing the relevant unit's / program's Youth Safety Code of Conduct
 - c. Undertaking ADFIS and Service History checks (if the participant is a past/current ADF member)
 - d. The participant completing a Defence Youth Safety Self-declaration (in exceptional circumstances¹³)
4. These options are valid for varying periods, depending on the position / role of the Defence personnel / non-Defence personnel, the situation, and the outcome of the risk assessment. Details of validity periods:
 - a. A review of the participant's Military Conduct Record (Defence members) or ADFIS and Service History check (if the participant is a past/current ADF member) may be undertaken for a specific activity that the member will be involved in and remain in effect for a period of time determined by the CO / manager.
 - b. The unit's / program's Youth Safety Code of Conduct is required to be reviewed and signed annually by Defence and non-Defence personnel.
 - c. The Youth Safety Self-declaration remains valid as long as its contents remain true and correct. The application of the Self-declaration depends on the circumstances in which it is being used, For example, a Self-declaration may remain valid for the period of the member's posting in a 'youth facing' position / role, or until such time as the member can obtain a WWVP/C clearance, or if the matters declared in the Self-declaration change.

¹³ Exceptional circumstances are unintended situations which may prevent the application of specific policy requirements, or non-routine circumstances which may require additional actions to meet specific program requirements and/or outcomes.

Decision Flow: Determination of the Requirement for Youth Safety Suitability Assessment Action

This flow chart will assist in determining whether suitability screening action is required, based on the contact that a position / role has with young people.



