



Psychological suitability assessments

Procedure

1. Purpose

This procedure sets out the Department for Child Protection's (DCP) requirements in relation to the psychological assessment of persons employed in residential care facilities as required by section 110A of the *Children and Young People (Safety) Act 2017* (the CYPS Act).

2. Scope

This procedure applies to all employees, contractors and volunteers who are employed (as defined by section 110A of the CYPS Act and regulation 34 of the *Children and Young People (Safety) Regulations 2017*) or engaged, or being considered for employment or engagement, in a DCP residential care facility.

3. Authority

3.1 Legislative context

Section 110A of the CYPS Act prescribes that a person must not be employed in a residential facility established by the Minister for Child Protection under section 36 of the *Family and Community Services Act 1972* unless the person has undergone a psychological assessment of a kind determined by the Chief Executive for the purposes of this section.

3.2 Whole of Government requirements

Not Applicable.

3.3 DCP requirements

- The safety of children and young people is the paramount consideration.
- Psychological assessments are conducted in conjunction with various employment screening practices as a measure to ensure the safety of children and young people residing in defined residential care settings.
- Psychological assessments are culturally informed, taking into account the historical and contemporary experiences of Aboriginal and Torres Strait Islander peoples, including colonisation, intergenerational trauma, welfare practices and interventions, and the Stolen Generations. Providers of psychological assessment must undertake cultural awareness training to meet this objective.
- The Psychological assessment involves two parts:
 1. psychometric assessment covering personality, working styles, impression management and potential for child abuse
 2. intensive clinical/forensic interview, conducted by a qualified and DCP approved registered clinical or forensic psychologist.



- If an individual has remained continuously employed in a residential care setting since their initial psychological assessment, and has been deemed 'Psychologically Suitable', they are not required to undergo re-assessment unless the Chief Executive determines that a further assessment is required.
- The Chief Executive may direct an individual to undergo further psychological assessment, either in full or in part (such as a clinical forensic interview), at any time. In such cases, the Recruitment Team Leader, People and Culture, will provide a written referral to the relevant psychological assessment service provider. The referral letter will include the reason/s for the re-assessment and any relevant materials such as police report, care concerns, supervision records, medical reports etc., to aid the assessing psychologist in making an informed determination in relation to the individual's continuing suitability. The individual will receive a copy of all materials provided to the assessing psychologist to ensure transparency and procedural fairness.
- Individuals assessed as 'Psychologically Unsuitable', **may not undergo re-assessment for a minimum of 12 months**, unless expressly approved by the Chief Executive.
- An individual may only hold one valid assessment outcome at any given time. If further assessment is undertaken by an approved provider, the outcome of that assessment supersedes any prior assessments.

4. Procedure requirements

4.1 Recruitment and selection

The Recruitment Team will facilitate the necessary arrangements for the candidate to undertake the Psychological assessment.

The Recruitment Team will be advised of the assessment outcome within 17 working days from the date of referral for assessment. On receipt of the assessment outcome, the Recruitment Team will record it in the psychological assessment database.

Where the candidate has been assessed as 'Psychologically Suitable', their application will progress to the next relevant stage of the selection process.

Where the candidate has been assessed as 'Psychologically Unsuitable', their application will not be further considered. They will be advised of the outcome in accordance with the relevant recruitment and selection procedures.

The Department of Human Services will be notified in writing by the Recruitment Team of all 'Unsuitable' determinations.

4.2 Contractors/agency staff

In line with stated service contract obligations, contracted NGO service providers and agency staff providers are responsible for:

- ensuring that all relevant personnel have undertaken a Psychological assessment (and have been deemed 'Psychologically Suitable'), before commencing any duties in prescribed Residential Care settings.
- promptly notifying the outcomes of these assessments to the DCP Recruitment Team
- adhering to specified timeframes, for entering onto the department's psychological assessment database.

Personnel without a recorded assessment outcome in the psychological assessments database will be considered ineligible to work in any prescribed residential care facility. Service providers can access further



information through the department's website at: www.childprotection.sa.gov.au/service-providers/service-provision-requirements/psychological-assessment.

DCP at its discretion, may request that a service provider verify the assessment of any contractor or agency staff member, or may contact the Recruitment Team to check assessment details recorded in the department's psychological assessment database.

DCP may prohibit a contractor or agency staff member from working in a prescribed residential care setting where it is unable to establish that the contractor or agency staff member has been appropriately assessed.

DCP may prohibit a contracted external provider of residential care services from working in a prescribed Residential Care setting where it is unable to establish that the contracted external provider has been appropriately assessed.

4.3 Director, People and Culture

The Director, People and Culture will ensure that systems are established to support compliance with section 110A of the CYPS Act 2017.

4.4 Recruitment Team Leader

The Recruitment Team Leader will oversee and coordinate administration of procedures that assist to support compliance with section 110A of the CYPS Act 2017.

5. Compliance, monitoring and evaluation

The date and outcome determination of each Psychological assessment will be entered into the psychological assessment database managed within DCP People and Culture.

Prior to any person undertaking a Psychological assessment, DCP People and Culture will review the psychological assessment database in order to identify and enable consideration of any prior assessment outcomes.

6. Related documents

Related documents, forms and templates
Determination of the Chief Executive pursuant to s107 and s110A of the <i>Children and Young People (Safety) Act 2017</i>
Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper

7. Glossary

Term	Meaning
Psychometric assessment	Refers to formal assessment using standardised psychological assessment instruments (tests).
Psychological Suitability assessment	A two-part assessment process incorporating psychometric assessment followed by an in-depth clinical/forensic interview (which is informed by the



Term	Meaning
	results of the psychometric assessment), resulting in an outcome determination of 'Suitable' or 'Unsuitable'.

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