

Alexandra Community Hub

Police Check Policy

Policy No: 14

Policy:

A National Police Records Check will be undertaken for all prospective employees (permanent and casual), volunteers, students requiring practical placement, and in certain circumstances consultants and contractors. This will minimise the risk of engaging inappropriate staff and volunteers and also the risk of inappropriate students being referred for placement. Current staff and volunteers will be required to renew their National Police Record Check every 5 years.

Procedure:

Staff and Volunteers

1. Conduct National Police Record Checks in accordance with applicable law.
2. Determine suitability of candidate based on the National Police Record Check. A disclosable outcome will not automatically disqualify the candidate. Determination will be made by 2 members of the Committee of Management Executive together with the Executive Officer. The determination will be based on (but not limited to) the following:
 - a. age when offence(s) committed
 - b. number of offences and whether a conviction has been recorded
 - c. type of offences and relevance to position sought
 - d. circumstances surrounding offences committed
 - e. time passed since last offence
 - f. whether candidate has pending charges
3. Present determination to the Committee of Management for ratification.
4. Notify the candidate if ACH is inclined to make an adverse decision based on a disclosable outcome so that the candidate can be given an opportunity to dispute the accuracy and relevance of the record.
5. Notify the candidate of the decision, and the basis for the decision, in a timely manner.

6. Students requiring Practical Placement

7. Supply students with information about how to obtain a Police Records Check.
8. Submit completed application and supporting documentation to relevant body. The cost of the National Police Record Check will be met by ACH.
9. Obtain permission from students to collect copy of Police Records Check for provision to Practical Placement Provider.

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Related Standards for RTO's 2015

Standard 7

Related Legislation

Privacy Act 1998

Victorian Privacy Information Act 2000

Victorian Equal Opportunity ACT 2010

Related Policies

Equal Opportunity

Privacy

Volunteer

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