

# POLICE RECORD CHECKS

## POLICY

### Rationale:

- Criminal record checks of employees and volunteers assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional conduct.

### Aims:

- To ensure all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

### Implementation:

- In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Department of Education requirement that all new employees, including those applying for transfer or promotion undergo a satisfactory criminal records check.
- Criminal records checks have a 5 year limited life span.
- New employees requiring police records checks will be required to complete, sign and provide the principal with a 'Consent to Check and Release National Police Record' form accompanied by ID evidence, and will be required to pay a fee. The Department of Education meets the cost of record checks for existing staff who are transferred or promoted.
- School Council also requires that volunteers who assist in programs that have potentially higher levels of student contact than normal (eg: camps, sleep-overs, sporting team coach, swimming programs) and therefore undertake voluntary 'child related work' will also undergo a criminal records check. The school will pay the fees associated with criminal record checks for volunteers.
- The principal will decide which other groups of volunteers require police records checks.
- Criminal record checks of volunteers will be organised, coordinated and paid for by the school.
- Reasons for volunteers to undertake criminal records checks, as well as the fact that volunteers on camps etc have all undergone satisfactory criminal records checks, will be publicised in the school newsletter.
- The applicant and the school will each retain copies of police record checks.
- The results of all police record checks are strictly confidential.

### Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**February 2015**