



POLICE CHECK RECORD

POLICY

Rationale:

- Police 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

Guidelines:

- 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, Employment and Training requirement that all new employees, including those applying for transfer or promotion undergo a satisfactory police records check.
- Clearances resulting from police records checks have a 'life span' of 3 years. Employees seeking re-employment, transfer or promotion after that date will require a new check, those seeking re-employment, transfer or promotion within the 3 years, are required to present the original clearance as well as sign a Statutory Declaration indicating any proven or pending criminal offences since the applicant signed the last police records check form.
- Employees requiring police records checks will be required to organise and pay for the checks themselves.
- School Council also requires that volunteers who assist in programs that have potentially higher levels of student contact than normal (eg: camps, sleep-overs and any other activities as deemed by the school council) will also be required to undergo a satisfactory police records check or complete a school based Statutory Declaration (at the discretion of the school principal).
- Police record checks of volunteers will be organised, coordinated and paid for by the school.
- Failure to obtain a satisfactory Police Check will result in a review by the Principal and School Council President of that person's involvement in relevant school activities.
- Reasons for volunteers to undertake police records checks, as well as the fact that volunteers on camps etc have all undergone satisfactory police records checks, will be publicised in the school newsletter.

Evaluation:

- This policy will be reviewed by the School Council in line with DEECD recommendations as part of the three year review cycle or when deemed necessary

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

August 2007