

Police Check and Working with Children Check Policy Summary

What is the Policy about?

The policy sets out the Society's requirements for National Criminal History Checks and Working with Children Checks.

Who does the policy apply to?

The policy applies to all Society Personnel (members, volunteers, employees, and office-holders).

What information does the policy contain?

The policy contains information about the checks we require before a person can start work with the Society. These checks reduce the potential of engaging people who may be a risk to children and young people, other vulnerable groups, and the Society's assets and reputation.

Checks include:

- National Criminal History Checks ('police checks') – renewed every 3 years
- Working with Children Checks (WWCC) – valid for 5 years
- interview, pre-employment checks, and two referee checks
- compliance learning and development.

What will the Society do?

The Society requires:

- all existing and prospective members over the age of 18 years to undertake WWCC and police check
- interviews with people who may engage in child-related work to include child-safe questions
- members to immediately inform the Society of any disclosable court outcome or criminal convictions.

The Society will:

- ensure that police checks are renewed every three years
- not allow any person without a current WWCC to engage in any child-related work
- not discriminate against a person with a criminal record where that record has no impact or relevance on their role.

What does the policy mean for me?

Members must:

- obtain and maintain a current WWCC and provide details to the Society for verification
- provide accurate information and identification for the processing of police checks

- report any criminal charge, restraining order, loss of licence, or loss of certification or registration which may impact their police check status
- complete Child Safe Familiarisation Training (CSFT) every two years.

Conference Presidents must:

- ensure all people applying to be a member are advised of the requirements of this policy
- liaise with Regional Directors to ensure that checks are completed before a member commences their role
- support and assist new and existing members with the required paperwork
- ensure their members have completed CSFT at required intervals
- ensure their members follow Society child safe practices and policies.

Regional Council and Central Council Presidents must:

- work with the Regional Directors to ensure effective processes are in place and that members continue to comply.

Regional Directors must:

- ensure members in their area understand their responsibilities under this policy
- ensure the effective implementation of processes for obtaining and renewing police checks
- verify and record WWCC details on members record in Society People
- conduct a risk assessment if a police check reveals a disclosable court outcome
- support those who are not compliant to become compliant.

Members' Procedure

Police checks

- The Society conducts police checks on all Society Personnel aged 18 years and over before their engagement with the Society. The cost of police checks is met by the Society and allocated to the relevant cost centre.
- Members are encouraged to complete the check online and must provide the report to the Society when completed.
- Where a prospective member is unable to complete a police check online, authorised regional office staff will provide an alternative means to complete the check.
- Police checks must be renewed every three (3) years.
- The Society will notify members when their police check is due and facilitate the renewal of the police check.
- If a disclosable court outcome is received a risk assessment will be conducted.

Working with Children Checks

- WWCC are obtained and 'owned' by the individual and must be provided to the Society.
- Members do not pay a fee, provided they indicate in their application that the check is being obtained for volunteering purposes.
- WWCC must be renewed every five years before it expires.
- The Office of the Children's Guardian will contact individuals before the expiry of their WWCC to remind them that it is due for renewal. Members are responsible for renewing their WWCC.
- Members must keep their contact details up to date with the Office of the Children's Guardian so that they receive renewal reminders. This can be done by logging into the Office of the Children's Guardian website: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>.
- The Society will also remind members before the expiry of their WWCC.
- If a WWCC on a new applicant reveals a bar or interim bar from working with children, the Society is not legally able to engage the individual. See the Society's Safeguarding Children and Young People Policy.
- Where a person currently engaged by the Society receives a bar or interim bar from working with children, the Society will immediately remove them from any child-related role. The person may only continue their engagement in non-child related work with a risk assessment and the approval of the relevant Central Council President.

People Under 18 Years of Age

- People under 18 must not be engaged in unsupervised high-risk roles with direct access to children, other vulnerable people, or large amounts of Society funds. The Society must ensure that a police check is obtained no later than three months after their 18th birthday.
- Members under 18 and engaged in child-related work must apply for a WWCC in the three months before their 18th birthday.

Privacy

- The Society will ensure that police check and WWCC information is treated in the strictest of confidence and by following the Society's Privacy Policy. Only authorised people will have access to police check and WWCC information.