

## **PROCEDURES FOR POLICE CHECKS.**

**Those volunteers needing National Police Checks are volunteers working with vulnerable groups**

Vulnerable groups include:

- young people under 18
- aged
- frail
- disabled

### **Volunteers:**

Police checks are free for volunteers

From 2010 management of the National Criminal History Record Check (NCHRC) will be managed on line.

The PD 267 forms are available on line and are known as NCHRC Application Form.

All applications if at all possible are to be completed on line ( [www.police.sa.gov.au](http://www.police.sa.gov.au)). The Good Shepherd Church office staff can assist those who do not have access to a computer or forms can be obtained by contacting the Records Release Unit (8204 2455).

When you have entered all the required information, print the form and submit to any police station with proof of identity using the original proof of identity documents. Photocopies of these documents need to be attached to the application. (At this stage you do not need to include Voan Number and Authorised Officer's Signature).

Acceptable proof of identity is found on page 2 under the Proof of Identity section

Once the Proof of Identity section has been completed, return the form to the church office where a Voan number will be added and the form signed. The church will then forward the application to the SAPOL

On completion of check the form can only be returned to the applicant.

On receiving the certificate the applicant can:

- present it to the Child Safe Safety Management Officer (John Dolling) or church office staff to enable our records to be updated.
- if they do not wish to do this they can discuss contents with the Senior Pastor
- failing this they can elect to have it sent to the District Office for consideration

If submitted to the District Office (DO) and there is a record of concern, the DO will notify the congregation. No details will be disclosed. All information is confidential and cannot be passed onto other organisations.

Certificates can only be sighted but not photocopied or retained by the congregation. They remain the property of the individual.

The following acceptance criteria may be recorded on certificate

- Suitable – Children (SC) – (sexual offences and those pertaining to children's safety)
- Not suitable Children- (NSC) – (sexual abuse/dishonesty)
- Suitable – Adult (SA)
- Not Suitable – Adult (NSA)

If a person is denied employment they must be provided the opportunity to discuss this and be advised of the reason for the decision

### **Paid Workers**

Voan number not to be included. Cost is \$47

**For both volunteers and paid employees:**

- **Police checks need to be completed every 3 years**
- **The certificate must be sighted prior to commencement of work.**