

# Policy on Police Clearances for Employees and Volunteers

Date adopted.....04/06/2018.....

Latest date for review.....07/06/2019.....

## **1. BACKGROUND**

OptimumChoice will conduct its business honestly and ethically. We will constantly improve the quality of our services and create a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment.

OptimumChoice was established for the single purpose of providing quality services to improve the lives of people with disabilities where their individualities are recognised and their safety is paramount.

OptimumChoice is a disability service that is governed by a management, Corporations Act (2001) and our policies.

## **2. PURPOSE**

OptimumChoice was established for the single purpose of providing quality services to improve the lives of people with disabilities where their individualities are recognised and their safety is paramount

The purpose of this policy is to set out a code of conduct to govern the decision and actions of employees and volunteers, in the course of their duties, having regard to Standard 8 of the

**Disability Services Standards (1993).**

**National Disability Insurance Scheme Act (2013)**

This policy applies to all employees and volunteers.

## **3. POLICY STATEMENT**

The requirement for employees and volunteers is to have received a satisfactory Police Clearance and Working with Children Check prior to being offered paid employment or voluntary work.

## **4. PROCEDURES**

The following procedures are to be implemented to ensure that employees and volunteers have appropriate clearances prior to undertaking any duties.

OptimumChoice will:

- 4.1 Inform all prospective applicants for paid or voluntary positions, that they will be required to provide a satisfactory police clearance.
- 4.2 Require short-listed applicants (employees or volunteers) to provide documentary proof of identity, such as a passport or driver's licence, when attending the selection interview.
- 4.3 Require applicants to complete and sign a standard "Authority to Release Record of Convictions" form at the interview, including any former names or aliases they have lived under in the past ten years, and witness the signature.
- 4.4 Return the signed and witnessed form to the applicant and require that they submit it to the Police Department, at their own expense, if they become the recommended candidate.
- 4.5 If the recommended applicant has resided in other police jurisdictions (other States of Australia or overseas), they require the recommended applicant to supply similar police clearances from the relevant jurisdiction(s).
- 4.6 If the recommended applicant has any recorded criminal convictions, refer the matter to the Management Committee for a

determination as to whether the specified conviction would place the client's duty of care obligations at risk.

- 4.7 Base its determination on whether the conviction has been for an offence which directly relates to the duties, whether the position being sought would offer unsupervised opportunities for a similar offence to take place, whether the offence has occurred recently, whether there are single or multiple convictions and whether the conviction(s) reflect generally on the suitability of the person to become an employee or volunteer.

## **5. PERFORMANCE STANDARDS**

The following performance standards must be met to ensure that the procedures specified in Section 4 are implemented effectively;

- 5.1 All prospective employees and volunteers will be informed in writing of the requirement of successful candidates to provide a satisfactory police clearance.
- 5.2 Applicants will provide proof of identity at the interview and the nature of those documents are recorded in the interview notes.
- 5.3 The recommended applicant will submit the "Authority to Release Record of Convictions" to the relevant authorities in all jurisdictions in which they have lived over the past ten years and copies will be stored safely.
- 5.4 In the event that any criminal convictions have been recorded against the person, the Management Committee will make a formal determination about the person's suitability as an employee or volunteer and a copy of the determination will be stored in the personal documents cabinet.
- 5.5 Every employee and volunteer must renew and provide We Care, We Live, We Learn with a copy of a current Police Clearance

Certificate in order to maintain employment. Updates of police certificates will be required three-yearly.

## **6. REVIEW OF THE POLICY**

This policy will be reviewed on a bi-annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.