



Far South Coast NSW

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Police Check and Screening for Staff and Volunteers Policy

Purpose

ACVVS is committed to providing a safe and secure environment for all key stakeholders. The purpose of this policy is to establish guidelines for conducting comprehensive background checks on all prospective and current staff members and volunteers. These checks are essential to safeguard the well-being and security of the individuals we serve.

Scope

This policy applies to all individuals seeking employment or volunteer opportunities with ACVVS, specifically those who will have regular contact with vulnerable individuals.

Policy

Prospective staff members and volunteers must undergo a national police check as part of their application process.

ACVVS will bear all costs associated with staff and volunteer police checks and provide guidance and support throughout the application process as required. Staff and volunteers must renew their police checks every three years to ensure ongoing suitability.

This requirement is a legislative requirement of the Aged Care Volunteer Visitors Scheme service.

Police Checks must not be downloaded or kept by any ACVVS Staff member. The police check reference number and expiry date is to be recorded in volunteer's record in Database.

It is of utmost importance that staff and volunteers promptly inform the ACVVS Coordinator or Management Committee, of any changes to their police check status, as failure to do so may result in a delay in their employment or volunteering process or even the revocation of their position if a new disclosable outcome is discovered.

ACVVS will not accept a Statutory Declaration in place of police check.

Disclosable Outcomes

In cases where a police check reveals a disclosable outcome related to murder, rape, or any assault, the prospective staff member or volunteer are prohibited from working within the organisation.

Other disclosable outcomes do not automatically prohibit employment or volunteering. The ACVVS Coordinator or Management Committee will manage the review process. Potential volunteers must be provided with the choice to either:

- Continue their application, in which case they will be referred to the Police check sub-committee for further discussion and possible approval.
- Withdraw their application, resulting in the deletion of all application records from our database.

Statutory Declaration for Overseas Residence

In addition to the standard screening procedures, ACVVS requires all volunteer and staff applicants who have lived overseas for a continuous period of 12 months or longer past the age of 16 to provide a statutory declaration.

This statutory declaration is a crucial step in ensuring the comprehensive screening and suitability of candidates with international backgrounds, further enhancing our commitment to maintaining a safe and secure environment for all those we serve.

The declaration is to be made using the ACVVS Statutory Declaration Form. This requirement is a legislative requirement of the Aged Care Volunteer Visitors Scheme service.

Reference Checks

ACVVS will conduct two reference checks for each candidate, including both personal and professional references.

Exceptionally strong candidates may be considered with one professional reference, subject to approval by the Program Coordinator.

Reference Checks are to be completed using the referee form and saved to the volunteer's record in database.

Confidentiality

All information obtained through police checks and reference checks will be treated confidentially and stored securely in accordance with applicable privacy laws and regulations.

Training and Education

ACVVS will provide comprehensive training and education to staff members and volunteers on the importance of this policy and the procedures involved.

Compliance

Failure to comply with this policy may result in disciplinary actions, including the immediate termination of employment or volunteer status.