



## Melrose Primary School

# CRIMINAL RECORD (Police) CHECKS POLICY

### Rationale:

• Criminal 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. **Whilst employees and volunteers must undergo the required Working With Children Check, which does consist of a national criminal history check, not all criminal offences will be taken into account, only serious sexual, violence or drug offences, or pending charges. A full Criminal Record Check will include offences such as fraud or theft which may be relevant to assessing the suitability for employment of non-teaching staff in schools.**

### Aims:

• To ensure all employees and those volunteers involved in activities with potentially high levels of student contact or financial responsibility 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 and Training requirement that all new employees, including those applying for transfer or promotion undergo a satisfactory police criminal records check.
- New employees requiring criminal record checks will be required to complete, sign and provided the principal with a 'Consent to Check and Release National Police Record' form accompanied by ID evidence, and will be required to pay a fee. (The Department of Education and Training meet the cost of record checks for existing staff who are transferred or promoted).
- Education Support Staff & volunteers/parents are required to have a 'Working with Children Card.' (see WWC Policy). **School Council may also require that a satisfactory criminal records check is also undertaken. This will be determined by the Principal, with Criminal record checks of volunteers being organised, coordinated and paid for by the school.**
- See attached for further clarification around why a Criminal Record Check may be required regardless of a valid Working With Children Check

### Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in..

March 2015

School Council President.....(signature)



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# How a Criminal Record Check differs from the Working with Children (WWC) Check

Under the *Working with Children Act 2005* (the Act) if you are doing **child-related work** and not exempt, you must have a WWC Check even if you have also had a Criminal Record Police Check done.

The WWC Check is conducted by the Department of Justice & Regulation to determine if a person poses an unjustifiable risk to the safety of children. The WWC Check screens a person's criminal records and in some cases their professional conduct. The WWC Check focuses on serious sexual, violent and drug offences. For more information go to [List of Offences](#). The department continues to monitor these records for the life of the WWC Check.

The Police Check is not an assessment by a government agency. It is only a list, at a given point in time, of the offences a person has committed. Organisations request this list to help them assess a person's suitability for other kinds of work. For example, an organisation might want to know about fraud offences if they were recruiting someone with access to cash or expensive goods.

	<b>Working with Children Check</b>	<b>Criminal Record Police Check</b>
<b>Does it allow me to work or volunteer with children?</b>	Yes, passing a WWC Check allows you to engage in child-related work for 5 years while your criminal record continues to be monitored.	No.
<b>How does it work?</b>	The WWC Check is a screening process that examines serious criminal charges, offences, findings of guilt and professional conduct reports related to the safety of children across a person's lifetime.	A Police Check is only a list of the offences that can be disclosed from a person's national criminal records. There is no assessment or investigation made of the offences.
<b>Can I fail?</b>	Yes, you will either pass or fail the WWC Check.	You cannot 'pass' or 'fail' a Police Check; it is simply a list of offences.
<b>What is checked?</b>	<ol style="list-style-type: none"> <li>1. National criminal records</li> <li>2. Professional conduct reports including those of the Victorian Institute of Teaching and the Suitability Panel.</li> </ol>	National criminal records.
<b>What kind of offences are included?</b>	Offences relevant to the safety of children, such as serious sexual, violent or drug crimes.	All types of offences.
<b>How far back does the Check go?</b>	Across a person's lifetime.	Some offences cannot be disclosed, depending on when they were committed. Go to <a href="#">Victoria Police's Information Release Policy</a> for details.



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<b>How long is the Check valid for?</b>	5 years unless suspended, revoked or surrendered.	Only current at the time of issue Your organisation may require you to undergo subsequent Police Checks.
<b>Is my criminal record monitored?</b>	Yes. Your criminal record continues to be monitored for the life of your WWC Check. Victoria Police automatically notifies the department of relevant charges, offences and findings of guilt, which then results in a re-assessment of your eligibility to hold a WWC Check.	No. A new Police Check is needed to show any new offences.
<b>What happens when I change organisations?</b>	<p>If you pass, your WWC Check is valid for 5 years unless the department suspends or revokes it. The WWC Check enables you to lawfully do child-related work for any organisation.</p> <p>However, if you move from voluntary to paid work you must apply for an Employee WWC Check and pay the fee.</p>	Organisations have their own policies regarding Police Checks. You may need a new Police Check when you start a new job.