

# Police Checks Self-Assessment Report

## Organisation details

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Legal name

Australian Business Number

Contact name

Position

Address

Phone

Email (of primary contact listed above)

Please indicate whether this Self-Assessment Report is in relation to:

- All services provided by the organisation OR  Specific services provided by the organisation.  
If so, please specify:

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## Signature clause

On behalf of [ organisation name: \_\_\_\_\_ ] we certify that the information contained in this Self-Assessment Report is true and accurate and that supporting documentation has been retained for future verification purposes.

To be signed and dated by:

- Chairperson/President** AND  **CEO/Executive Director/Coordinator**  
Name Name

Signature

Signature

Date

Date

# Police Checks Self-Assessment Report

## Police Checks Policy

The organisation's Police Checks Policy is:

- Attached; AND
- Was endorsed by the Board/Committee of Management on [ / / ] insert date

Does your organisation's Police Checks Policy contain a clear statement that an offer of paid employment or a voluntary placement will not be made until the National Records Check has been received and assessed?

- Yes
- No

## Current staff and volunteers

Have all current staff and volunteers (refer to Police Checks Standard for definition) whose work involves actual or potential access to children and young people undergone a Police Check prior to or during their term of employment/placement with your organisation?

- Yes
- No

If no, please clarify:

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# Police Checks Self-Assessment Report

## Transfer of staff/volunteers

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Are all existing staff who are transferred into roles involving actual or potential access to children/young people required to undergo a Police Check prior to being offered such a role?

- Yes
- No

## Written notification prior to interview

All applicants for paid and unpaid work involving actual or potential unsupervised access to children/young people (hereinafter referred to as “applicants”) are provided with the following written notification prior to interview that the conduct of a Police Check is required prior to any offer of paid employment or voluntary placement being made:

- Job advertisement; or
- Position description; or
- Application form.

## Interview process

- Prior to interview, all applicants are requested to bring original proof of identity documentation.

All applicants receive at interview:

- A copy of the organisation’s Police Checks Policy; and
- A clear explanation of the requirement to undertake a Police Check prior to an offer of paid or unpaid work being made.

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## Interview process

*continued*

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All applicants provide at the conclusion of the interview:

- Original Proof of Identity document (to be copied and returned immediately); and
- Completed and signed Victoria Police Consent Form (form to be supplied and witnessed by the organisational representative conducting the interview).

## Receipt of the National Police Certificate

When the National Police Certificate is received by your organisation does your organisation's Police Checks Policy clearly state who within your organisation may view the results?

- Yes
- No

Does your organisation's Police Checks Policy contain a clear statement that disclosable court outcomes and/or pending matters do not mean automatic exclusion?

- Yes
- No

Does your organisation's Police Checks Policy contain a clear statement about the process to be followed and the criteria to be utilised in circumstances where disclosable court outcomes and/or pending matters are disclosed?

- Yes
- No

## Disposal of Consent Forms

Does your organisation's Police Checks Policy contain a clear procedure for the secure destruction and disposal of the consent forms of all applicants, including the successful applicant?

- Yes
- No

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## Disposal of National Police Certificates

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Does your organisation's Police Checks Policy contain a clear procedure for the secure destruction and disposal of the National Police Certificates of staff and volunteers either:

- for organisations funded by the Department of Human Services, upon termination of their employment/volunteer relationship with your organisation?; or
- for organisations not funded by the Department of Human Services, upon commencement of their employment/volunteer relationship with your organisation?

Yes

No

## Recommended summary table

For future verification purposes it is requested that a table in the following format be maintained:

Employee/volunteer (use payroll number - not name or initials - to protect confidentiality)	Role	Date Police Check received	Police Check certificate number	Date commenced employment/ placement	Date ceased employment/ placement
1001					
1002					
1003					
etc					

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## Optional questions (to assist in determining current practice)

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When completing the Victoria Police consent form does your organisation request direct receipt of the National Police Certificate or receipt of the certificate by the applicant to be conveyed to your organisation?

- Direct receipt by organisation
- Receipt by applicant

Does your organisation pay the costs of police checks or require applicants to cover their own costs?

- Organisation pays for staff and volunteers; or
- Organisation pays for volunteers. Applicants for paid work pay the fee; or
- Applicants for both paid and voluntary work pay the fee.

Does your organisation utilise the Victoria Police "volunteer rate" for Police Checks (which can only be accessed by prior application to Victoria Police)?

- Yes
- No

Does your organisation require Board members to undergo Police Checks?

- Yes
- No

Does your organisation require parents (who may participate informally in organisational activities) to undergo Police Checks?

- Yes
- No

Does your organisation request existing staff members to undergo periodic Police Checks (eg. every 2 years) during the course of their employment?

- Yes [If yes, how often?                    ]
- No