



DOWN SOUTH THERAPY

Police and Appropriate Persons Check Policy

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Police and Appropriate Persons Check Policy

1.1. Purpose

The purpose of the Police and Appropriate Persons Check Policy is to ensure there are processes in place to protect the agency and its clients against recruiting employees, contractors or students who have been convicted of criminal offences that would raise reasonable doubts about their suitability to provide therapy and support for clients of Down South Therapy. The policy recognises the agency's legal and moral duty of care obligations to its service users under Standard 8 of the National Standard for Disability Services.

1.2. Scope

This policy applies to all Down South Therapy, staff, Contractors and students.

1.3. Application of Policy

Down South Therapy requires;

- All employees, contractors and students to have a satisfactory **Police Clearance** prior to being offered employments.
- All employees, contractors and students will be required to obtain a **Working with Children Check** prior to employment with the agency.

It is a requirement of employment with Down South Therapy that all employees whose duties require them to provide therapy support services must maintain the relevant clearances.

Any relevant offences (as specified/explained in the Applications for Clearance forms) and/or convictions will result in a review of the employee's suitability for employment and/or may lead to termination of their position.

1.4. Responsibilities

It is the responsibility of **Recruiting Personnel** to ensure all prospective employees, contractors and students:

- Provide a satisfactory police clearance prior to employment with Down South Therapy.
- Provide/ undertake a Working with Children Check prior to employment.
- Provide proof of identity prior to interview and that these forms of identification are recorded/copied into interview notes.

It is the responsibility of all **Employees** to:

- Adhere to the requirements of this policy
- Provide required documentation as indicated in this policy

1.5. Procedure

During the recruitment process, advise all applicants that a requirement of being offered a position

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with Down South Therapy will be to provide the following documents:

- A satisfactory National Police Clearance which is less than 3-months old; and
- A current Working with Children Check

Down South Therapy will not pay for these documents, they are at the applicant’s expense.

Ongoing and continued employment with Down South Therapy is subject to maintaining satisfactory clearances and certifications. Failure to do so may result in disciplinary action up to and including termination of employment.

It is the employee’s responsibility to advise Down South Therapy of any ‘relevant changes’ to his/her criminal record. In the case of a Working with Children Check ‘relevant change’ is a charge or conviction for a Class 1 or Class 2 offence and may result in the cancellation of the Working With Children Card.

The Working With Children Screening Unit is required to treat information confidentially, however if an employee is issued with a Working With Children Card, Interim Negative Notice or a Negative Notice, the Working With Children Screening Unit will notify Down South Therapy.

Failure of an employee to advise Down South Therapy of relevant changes may result in disciplinary action up to and including termination of employment.

When making applications for Certificates, clearances etc, please refer to the requirements and conditions on the official application forms.

Applicants who have resided in other police jurisdictions (ie other states of Australia or overseas), are required to supply similar police clearances from the relevant jurisdiction(s).

If Down South Therapy receives any indications that the recommended applicant or employee has any recorded criminal convictions, refer the matter to the Directors to determine whether the specified conviction would be likely to place Down South Therapy or its clients at any risk or breach of the Down South Therapy duty of care obligations.

The Board of Management will base their 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 student with the agency.

Breaches of this Policy may lead to disciplinary action up to and including termination of employment.

1.6. Forms and Documentation

Application for National Police Clearance – [online application form](#).

Working With Children Check Application Form - Available from Australia Post shops

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