



Upper Great Southern Family Support Association Inc

Policy On  
**CLEARANCES FOR  
EMPLOYEES AND  
VOLUNTEERS**

**Date Adopted: July 2002**

**Last Date Revised: 26<sup>th</sup> of June 2012**

**Next Review Date: June 2013**



Upper Great Southern Family Support Association Inc.

## Policies and Procedures

<b>Policy and Procedure:</b> Clearances for Employees and Volunteers	<b>Date Adopted:</b> July 2002
<b>Number of pages:</b> 4	<b>Date of Last Review:</b> 26 <sup>th</sup> of June 2012
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## Clearances for Employees and Volunteers

### Purpose of this Policy

The purpose of this document is to safeguard the agency and its service users against recruiting employees or volunteers who have been convicted of criminal offences that would raise reasonable doubts about their suitability to provide care and support to people with disabilities. The policy recognises the agency's legal and moral duty of care obligations to its service users under Standard 8 of the Disability Services Standards (1993).

### The Policy

Upper Great Southern Family Support Association (UGSFSA) requires all employees and volunteers to have a satisfactory police clearance prior to being offered paid employment or voluntary work with the agency.

A Senior First Aid Certificate will be required within the first 3 months of employment if the employee does not have this certificate at employment.

All employees will be required to obtain a Working with Children Check prior to employment with the agency.

It is a requirement of employment with UGSFSA that all employees whose duties require them to provide support services to service users of the agency (including children) must maintain the relevant clearances (eg National Police Clearance, Working With Children Check, Senior First Aid and other clearances as may be required by the agency from time to time).

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 may lead to termination of their position.

## **Responsibilities**

It is the responsibility of **Recruiting Personnel** to:

- Ensure all prospective employees and volunteers are informed in writing of the requirement to provide a satisfactory police clearance and a Senior First Aid Certificate prior to employment with UGSFSA.
- All employees are required to undertake a Working with Children Check prior to employment.
- Ensure that applicants 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

## **Procedure**

1. During the recruitment process, advise all applicants that if successful in being offered a position with UGSFSA they will be required to provide the following documents prior to beginning employment:
  - a. A satisfactory National Police Clearance which is less than 3-months old; and
  - b. A current Senior First Aid Certificate, or demonstrate that the certificate will be obtained within 3 months of employment.
  - c. A current Working with Children Check

These documents will not be paid for by UGSFSA they are at the applicant's expense.

2. Ongoing and continued employment with UGSFSA is subject to maintaining satisfactory clearances and certifications. Failure to do so will result in disciplinary action and possible termination of employment.
3. It is the employee's responsibility to advise UGSFSA 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 (WWC Card).
4. The WWC Screening Unit is required to treat information confidentially, however if an employee is issued with a WWC Card, Interim Negative Notice or a Negative Notice, the WWC Screening Unit will notify UGSFSA.
5. Failure of an employee to advise UGSFSA of relevant changes will result in disciplinary action and possible termination of employment.
6. When making applications for Certificates, clearances etc, please refer to the requirements and conditions on the official application forms.
7. 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).
8. If UGSFSA receives any indications that the recommended applicant or employee has any recorded criminal convictions, refer the matter to the Board of Management for a

determination as to whether the specified conviction would be likely to place the service users of the agency at any risk or breach of the agency's duty of care obligations.

9. The Board of Management will base their determination on:
  - a. whether the conviction has been for an offence which directly relates to the duties,
  - b. whether the position being sought would offer unsupervised opportunities for a similar offence to take place,
  - c. whether the offence has occurred recently,
  - d. whether there are single or multiple convictions and
  - e. whether the conviction(s) reflect generally on the suitability of the person to become an employee or volunteer with the agency.

**Note: Breaches of this Policy will lead to disciplinary action and/or possible termination of employment.**

**Relevant Forms & Documentation:**

Working With Children Check Application Form

Application for National Police Clearance

**Review of the Policy**

This policy will be reviewed on an 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 shall be reviewed immediately and amended accordingly.