

Police Checks Policy

UNDERLYING PRINCIPLES

GGLPS, as a member school of the Lutheran Church, is committed to providing a safe environment for all who are present on the school premises. The careful selection and screening of people in both paid and voluntary positions is therefore essential for ensuring a safe place for all. GGLPS will implement a procedure of mandatory police checks for all people regularly in direct contact with our students as a key strategy in the screening process.

PROCEDURES

For Paid employees:

New Appointments:

Indicate in the material provided to applicants for all paid positions that the successful applicant will be required to have a current police check prior to having the appointment confirmed.

Current Employees:

Indicate in the Staff Handbook that all paid staff are required to have a current police check in order to maintain their employment at the school. Police checks are considered valid for three years, and renewal will be at the expense of individual staff members (if necessary).

For Volunteers:

Volunteers who are involved in regular and/or unsupervised contact with students are required to be listed on the school's Volunteers Register. In order to do this, volunteers must have a current Police Check certificate, which must be sighted by the school. The onus is on volunteers to apply for a Police Check certificate at any police station. There is no cost for voluntary workers.

BASES OF DISCRETION

- 1: If there is any doubt over whether or not a person requires a police check, contact the Executive Secretary, LSA.
- 2: Occasional or ad hoc volunteers are not required to have a police check.
- 3: Police checks completed by the Teacher Registration Board of South Australia that are listed on staff members' Teacher Registration certificates are considered sufficient notification for the purposes of this policy. If no such police check is listed, staff must obtain a separate Police Check certificate.
- 4: Volunteers must also comply with the requirements of the Volunteers' Policy prior to commencing regular and/or unsupervised work with students
- 5: Should a previous conviction or convictions appear on a Police Check certificate, the Principal, in consultation with the Admin team, shall determine a response appropriate to the listed conviction, which may include restriction of duties, refusing the applicant's access to working with students in the school, or termination of employment.

RESOURCES

- 1: Police Checks for New Employees and Volunteers in SA Lutheran Schools Policy, as approved by the Lutheran Schools Association.
2. Maintain a register of sighted police checks (for both paid employees and volunteers), including their expiry date.
3. See Volunteers Policy for further information about requirements for volunteers.
- 3: Guidelines to determine volunteer's nature of involvement, as provided by LSA.

REVIEW DATE August 2008

SIGNED  A handwritten signature in black ink, appearing to read 'M. Vulliamy'.

DATE 26th August 2007