

National Police Record Check

Purpose

This document is aimed at providing clear guidelines to be followed in relation to the requirement of a National Police Record Check - unsupervised contact with children and vulnerable people ("NPRC") for all employees, students and volunteers prior to (or upon) commencement of duties or placement with Anglicare Tasmania Inc. ("Anglicare")

A National Police Check - unsupervised contact with children and vulnerable people:

- Contains all findings of guilt including youth justice offences.
- Contains Traffic Infringement Notices.
- Does not contain informal and diversionary cautions.

A Tasmania Police Annulled NPRC will not be accepted. Online National Police Checks must be - unsupervised contact with children and vulnerable people category.

Scope

The requirements of this document apply to all Anglicare employees. Anglicare employees include;

- paid employees,
- contractors,
- volunteers, and
- students

Principles

Anglicare is committed to providing a safe environment for employees and clients including children and young people.

1. All employees, students and volunteers are required to provide an original National Police Check Record (unsupervised contact with children and vulnerable people) as part of the employment process.
2. All new employees can provide an original copy of a NPRC no older than 12 months.
3. Students and volunteers can provide an original copy of a NPRC no older than 3 years.
4. If an employee, student or volunteer does not have a NPRC they can apply [here](#)
5. Where a new employee has resided in an overseas country for 12 months or more while over the age of 16, an International criminal history record check is required along with an original National Police Record Check - unsupervised contact with children and vulnerable people. The new employee is required to provide an International Police check that is no older than 12 months.

In cases where;

- a. a new employee is from a refugee background and seeking an international criminal history check may present risk to the individual or their family; and/or
- b. a new employee is from a refugee background and due to political instability or lack of sustainable infrastructure in the candidates country of origin inhibit the candidates ability to secure an international police record;

a statutory declaration will be required stating either that the person has never, in Australia or another country, been convicted of an offence or, if they have been convicted of an offence, setting out the details of that offence along with an original National Police Record Check - unsupervised contact with children and vulnerable people.

Process

› Providing an NPRC

1. A NPRC can be sent directly to Anglicare's Human Resources from the issuing body, where it will be assessed and the original will be sent via post to their home address in an envelope marked "Confidential".
2. A NPRC may be accepted by Human Resources from an accredited Agency on the basis that the information is consistent with a National Police Check - unsupervised contact with children and vulnerable people.

› Offers of employment or placement

1. An *offer* of employment may be made to a preferred candidate on the basis that there is evidence the process for obtaining a NPRC is underway. Evidence in the form of a receipt or email from Service Tasmania and a Statutory Declaration stating that no serious offence which a conviction has occurred would affect continuation of employment must be provided to Human Resources before appointment is confirmed.
2. A placement may be *offered* to a student or volunteer on the basis the process for obtaining a NPRC is underway. Evidence in the form of a Statutory Declaration must be provided to Human Resources before confirming placement stating that no serious offence which a conviction has occurred that would affect continuation of the placement.
3. Employment and placement *commencement* is dependent on the NPRC assessment, if there is a decision not to employ or place a person because of an unsatisfactory NPRC result assessment, the rationale for the decision will be communicated to the person.

› Assessment of NPRC information

1. When assessing the relevance of an individual's NPRC information, Anglicare will consider a range of factors, including:
 - a. The relevance of the information to the inherent requirements of the work they will be required to perform;
 - b. The seriousness of the conviction or offence;
 - c. The severity of any penalty imposed;
 - d. Whether the offence has been decriminalised or removed from the statutes;
 - e. Whether in relation to the offence there was a finding of guilt but without a conviction, which may generally indicate a less serious view of the offence by the courts;
 - f. The age of the individual when the offence occurred;
 - g. The period of time that has elapsed since the offence took place;
 - h. Whether the individuals circumstances have changed since the offence took was committed, for example drug use;
 - i. The attitude of the individual to their previous offending behaviour.

2. NPRCs of offences where offers of employment will not be made are:
 - a. Murder
 - b. Conviction of sexual assault.
 - c. Any offences against children or vulnerable persons.
 - d. Conviction of and sentence of imprisonment for any form of serious assault.
 - e. Breach of a family violence order
3. NPRCs that require consideration and assessment before commencement of employment/placement include, but are not limited to:
 - a. Stealing/ Fraud.
 - b. A conviction of assault without imprisonment.
 - c. Convictions of drug possession including dealing of drugs.
 - d. Drink driving that exceeds the prescribed blood alcohol level.
 - e. History of speeding offences with significant loss of demerit points
 - f. Consistent loss of drivers licence.
4. NPRCs where employment/placement can potentially proceed:
 - a. Clear records
 - b. Minor and infrequent traffic offences where there has been no loss of licence (subject to Anglicare being fully satisfied)
5. In the event that the NPRC results in a disclosable court outcome(s) and/or pending matter(s), an assessment as to suitability for employment or placement will be made jointly by:
 - Community Services & Housing: State Manager & Human Resources Manager
 - Aged Care Services: General Manager & Human Resources Manager
 - Acquired Injury Support Services: General Manager & Human Resources Manager
 - Corporate Services: State Manager & Human Resources Manager
6. As part of this assessment a meeting with the individual may be held to discuss outcomes outlined on NPRC.
7. If the relevant General/State Manager and Human Resources cannot agree to the outcome of the assessment the matter will be referred to the relevant member of the Executive Management Team/ General Manager People & Organisational Development.
8. Employment and placement is dependent on the NPRC assessment, if a decision not to employ or place a person/or terminate employment or placement because of an unsatisfactory NPRC result assessment, the rationale for the decision will be communicated to the person.

› **Ongoing requirements**

1. All employees will be required to undertake a NPRC every 3 years. This cost is to be met by the employee. However, Anglicare will meet the initial cost for employees who commenced employment prior to 1st February 2013. Ongoing renewal of NPRC after this date will be at the employee's expense. A NPRC where Anglicare has paid will be assessed and noted on personnel files and the original destroyed.
2. If employees do not provide a NPRC upon request from Human Resources within a timely manner, employment will be suspended without pay until such a time as one is provided.
3. It is the responsibility of all employees to notify their Manager and Human Resources as soon as possible for any new disclosable court outcomes and/or any new offences that they are charged with throughout their employment period. Employees should not wait for their renewal of NPRC to disclose any new disclosable court outcomes and/or offences. In particular:
 - a. The types of new or recent offences that are expected to be notified includes but are not limited to all driving offences, all traffic offences, fraud, threat, abuse, disqualification of drivers licence/loss of license, drink driving and all other types of offences under the legislation.
 - b. The expectation is that as soon as an employee becomes aware of any new disclosable court outcome and/or any new offence that was not included in their most recent police check certificate that was reviewed by Anglicare, the employee must immediately notify Human Resources and/or their manager of the new offence and/or disclosable court outcome.
4. An employee's ongoing employment is dependent on maintaining a valid NPRC that is satisfactory to Anglicare throughout their employment period.
5. Anglicare will be responsible for the cost of police checks for volunteers (including Board Members). Once police checks are sighted for volunteers and Board Members, Human Resources will send the NPRC via post to their home address in an envelope marked "Confidential"
6. Privacy and confidentiality:
 - a. The information contained in the NPRC will be regarded as strictly private and confidential. The information must not subsequently be forwarded to any other individual (including the subject of the check) or organisation and must not be incorporated into any manual or electronic database or filing system.
7. If future NPRC verification of an employee, student or volunteer is ever required for legal, audit or investigation purposes, the information can only be retrieved from an issuing Agency with consent of the person involved and may include lodgement of a NPRC authorisation form.

› **Where assessment of a police certificate is required**

The purpose of a NPRC assessment is to determine if the applicant is a fit and proper person in that the person:-

1. Is capable of providing an adequate standard or care in relation to Anglicare services.
2. Understands the needs of consumers, clients and their children when applicable.
3. Is of good character and is suitable to be entrusted with the care of consumers, employment, placement or volunteering with Anglicare.