



CRIMINAL HISTORY CHECKS (POLICE CHECKS) POLICY

1. POLICY PURPOSE AND RATIONALE – What you need to know

Anglicare Victoria is committed to the highest standards of client care and service to the community. One of the key strategies in attaining and maintaining these standards is in ensuring the probity and suitability of all individuals who will work with or on behalf of Anglicare Victoria, whether in the capacity of employee or volunteer.

Accordingly, all employees, volunteers, students on placement and contractors of Anglicare Victoria are required to undergo a National Criminal History Records Check (CHC) formerly known as a 'Police Check' and to maintain that Check throughout the currency of their role by undergoing a further check every three years. The necessity of this approach has been further reinforced by the Department of Human Services (DHS) and the Department of Health (DH) in their role as regulators and funders committed to providing quality services to vulnerable clients in a safe environment.

Subject to the specific exemptions set out below, no employee or volunteer may commence their employment or volunteer engagement until they have provided proof of a satisfactory CHC as defined by this policy. In the event of an unsatisfactory CHC being received for an existing employee or volunteer, their employment or volunteer engagement (as the case may be) will be reviewed in accordance with this policy.

Anglicare Victoria has entered into contractual arrangements with *fit2work* to obtain CHCs online. The obtaining of all CHCs via this system is managed by People and Culture.

2. DEFINITIONS

CHC – National Criminal History Records Check obtained from the national police records database CrimTrac. A CHC was formerly known as a police check.

Current – in the case of a new employee or volunteer, a current CHC is no more than three months old. In the case of an existing employee or volunteer, three years. In the case of a student on placement, a CHC obtained within the currency of the academic year.

Disclosable outcome – refers to pending charges and findings of guilt with or without conviction.

Partnership worker a person who is the employee of an agency other than Anglicare, but who is working within Anglicare Victoria facilities under the terms of a formal Partnership Agreement between Anglicare Victoria and the other agency.

Satisfactory CHC – means either:

- a current check with no disclosable outcomes; or
- a current check with disclosable outcomes that has been assessed as satisfactory under the terms of this policy.

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Contracted Kinship Care

Where a child/young person is no longer in the care of their parents, Child Protection can seek to place the child/ren within their extended family or within the child's support network. Kinship carers are frequently relatives of the child, children or young person. They may be a grandparent or sibling of the parent, but may also be someone who has a significant relationship with the child, such as a friend of the family, or a neighbour. In supporting contracted kinship care, Anglicare Victoria does not accredit kinship carers nor can it make any decisions around their status. Agency staff can however bring matters of concern to the attention of DHS or make recommendations as appropriate. Prior to the placement of a child in kinship care, it is the responsibility of DHS to conduct policy checks for every prospective carer and all members of their household who are 18 years and over who reside or regularly stay overnight. Once the transfer of case management has occurred, it is then the responsibility of Anglicare Victoria to ensure that any person 18 years and older who is part of the kinship household has a current CHC.

Foster Care

Foster care is provided to children and young people who are unable to live with their own families. Foster carers take on the responsibilities of a parent for a period of time, to provide a safe, nurturing and secure family environment for children and young people needing care. Children and young people enter care because they are at risk of harm or neglect or because their parent or carer needs periodic relief. Anglicare Victoria has the responsibility for training and accrediting carers. CHC and WWCC are mandatory requirements.

Note: Due to the different requirements and responsibilities that apply in relation to CHCs for contracted kinship care and foster care, two addendums (one for home based care and one for contracted kinship care), have been prepared as attachments to this policy.

3. PROCEDURES – What you need to do

3.1 Who needs to have a CHC?

3.1.1 Paid employees

All offers of paid employment are strictly conditional on receipt of a current satisfactory CHC. Confirmation of the offer in writing, and employment registration, will only occur once the CHC has been received and assessed as satisfactory. Employment will not commence until a current CHC has been received and assessed as satisfactory. Should a paid employee resign and become an Anglicare Victoria volunteer then their CHC will remain valid for its duration.

3.1.2 Volunteers

Similarly, all volunteers are required to have completed a satisfactory CHC prior to commencing in their volunteer role. In the case of home based carers or other registered carers of children or young people, registration as a carer cannot be completed until a satisfactory CHC has been received. Should a volunteer become a paid employee, then a new CHC should be carried out regardless of when the volunteer CHC was conducted.

3.1.3 Students on placement

Students undergoing a formal practicum placement as part of a recognized tertiary course of study must have a satisfactory CHC prior to commencing their placement. All CHCs will be obtained from *Fit2work* via the online facility administered by People and Culture. Secondary school students who are under 18 do not require a Fit2Work CHC. However, if their 18th birthday falls within the period of their placement, then a CHC must be conducted.

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A reference check should be conducted with the school in order to determine whether the student is suitable for a placement potentially dealing with vulnerable members of the community.

3.1.4 Temporary staff from employment agencies

Temporary relief staff employed by labour hire firms (such as MSSA), 'guest' staff employed by other community service organizations and staff on secondment to Anglicare Victoria from Department of Human Services or other organizations must have undergone a satisfactory CHC prior to commencing any work on behalf of Anglicare Victoria. It is the responsibility of the relevant employer to obtain a satisfactory CHC, and to provide written certification to Anglicare Victoria that such a CHC has been obtained.

3.1.5 Contractors

For contractors that are engaged on an adhoc basis in a call-out situation, the contractor is to be supervised at all times by a staff member that holds a current CHC check. If a specified contractor is on-going or on a fixed term contract, than a CHC must be conducted through the Fit2Work online facility. A Working with Children check must also be completed.

3.1.6 Partnership Workers

Partnership Workers must have a current CHC. A letter from a senior representative of their employer agency certifying that a current satisfactory CHC is on file with that agency will be sufficient evidence to satisfy the terms of this policy.

3.1.7 Other specified individuals

Any individual over the age of 18 who is part of a foster or kinship family, living in or regularly visiting a foster or kinship carer's household, or who is in regular and planned contact with foster or kinship care children, such as a babysitter, must undergo a CHC, whether or not they are actively involved in the caring of a child living in foster or contracted kinship care. Refer to section 3.8 below - *Police Checking requirements for Home Based Care programs.*

3.2 Administration of CHC process.

All CHCs will be obtained from *fit2work* via the online facility administered by People and Culture, with the exclusion of contractors. Managers, Team Leaders and Administrators requesting CHCs must do so using the appropriate forms of application and identification as issued by People and Culture.

Applicants for a CHC are required to complete a standard form of Consent to Disclosure, and to provide 100 points of identification before the request can be processed.

Each site has one or more designated CHC Administrators who will check the accuracy of all documentation. Staff wishing to obtain a CHC on behalf of an individual should familiarize themselves with the application process in consultation with their local CHC Administrator.

3.2.1 Prior to lodging a CHC check

Anglicare Victoria staff must inform the applicant, carer, volunteer, student, or contractor that a Criminal History check will be conducted.

Requests for a CHC can only be submitted if the individual's written consent has been obtained. Written consent is obtained when the individual completes the relevant consent form provided by Anglicare Victoria on behalf of fit2work.

The CHC process is to be explained to the applicant and opportunity provided for questions about the CHC check process. Applicants must also be informed:

- that the information is being collected as a requirement to minimise risk to clients

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- that the information is required as an endorsed policy standard and that Anglicare Victoria is required to collect the information as part of its contractual arrangement with DHS.
- that by not providing the information, the applicant will be withdrawing from the recruitment process, student placement or the ability to act as a volunteer
- what CHC paperwork will be destroyed and/or retained, and
- that where the organisation intends to employ the applicant, DHS will be informed about the presence and nature of any disclosable record.
- Authorisation to disclose information to DHS will be obtained from the applicant on the consent form.
- In the event of a contracted kinship care placement, DHS will have to be notified if any members of the kinship care household aged 18 and above are found to have a disclosable outcome on their CHC.

3.3 International Police Checks

Note that DHS and DH require that funded organisations include safety screening pre-employment / pre placement police record checks in their recruitment processes, to minimize the risk of employing unsuitable people. This includes a Working with Children Check and an International Police Check where appropriate.

The following guidelines are to be followed:

- Obtain a CHC in all cases where the person being checked has been in Australia for three months or more.
- Any applicant who has resided in an overseas country for 12 months or more in the last ten years should contact the relevant overseas Police force to obtain a CHC.
- Victoria Police and fit2work does not conduct international police checks. Some countries will not release information regarding an individual for personal or third party purposes. Where police records checks cannot be made, referee checks must be conducted with individuals who personally knew the applicant while they were residing in the other country.
- The applicant must be informed that referees will be asked whether they have knowledge or information concerning the applicant, which would adversely affect them performing the job, including any relevant criminal offences. The credentials of persons acting as referees must be verified and can include previous employers, government officials and family members.
- Where it is impracticable to obtain a police check from the country of origin, obtain three referee checks from residents of that country who knew the person in question whilst they lived there.
- The people providing the reference should hold positions of responsibility within their community have been in a position to observe the conduct of the person in question and provide comments with a degree of objectivity. Acceptable people might include university staff such as tutors, school teachers, sporting coaches or previous employers.
- Referee details should include their name, address, telephone number, preferred language and relationship to the person in question.
- Use the Translating and Interpreting Service (TIS) to obtain a verbal reference wherever possible to avoid the delay of having to have documents translated. When using TIS you will need to quote your program's client number. Ask your manager to sign your program up if you are not already. The telephone number for TIS is 131 450.
- Use the reference check form that is commonly used for potential staff.

3.4 Disclosable outcomes (All Anglicare Victoria Services)

Some matters will automatically preclude employment or engagement as a

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volunteer. These include pending charges, findings of guilt with or without conviction in respect of:

- Any sexual offence in respect of a child
- Any sexual offence of a violent or exploitative nature
- Any offence involving harm to or exploitation of a child
- Any serious offence involving use of violence
- Serious matters of theft, fraud or other dishonesty offences
- Serious drug related offences including trafficking and those that demonstrate a pattern of drug or alcohol abuse or dependence

Exceptions may be granted where it can be clearly shown that a disclosable outcome is not relevant to the role of the employee or volunteer, and the assessment of future risk is minimal. The assessment of risk will be based on the following:

- The nature of the offence
- The seriousness of the offence

In determining whether a matter is 'serious' several factors are relevant, including:

- The level of harm or potential harm
- Whether a term of imprisonment formed part of the penalty
- In the case of violence, whether a weapon was involved
- The number of offences
- Whether the person was convicted or found guilty and placed on a bond
- The severity of punishment imposed
- Whether the offence is still a crime, that is, has the offence now been decriminalized
- Whether there is evidence of an extended Police record
- Whether the offence was committed as an adult or as a juvenile
- Whether the offence(s) involved vulnerable persons
- The time since the offence(s) was or were committed and the applicant's record since that time
- Whether a 'pattern' of offending emerges
- Mitigating circumstances or clear evidence that the applicant has 'changed'
- Whether the offence is directly relevant to the role the applicant is undertaking or applying for
- Whether and in what circumstances, the applicant is likely to have contact with vulnerable persons
- Whether the record is reasonably likely to impair the applicant's ability to perform or continue to perform the inherent requirements of the role
- The applicant's suitability for the role based on their merit, experience and references
- Whether the applicant is a 'fit and proper' person based on trust, reliability, honesty, stability and personal disposition

3.5 Process

3.5.1 **Automatic Disqualification for employment or engagement as a volunteer carer**

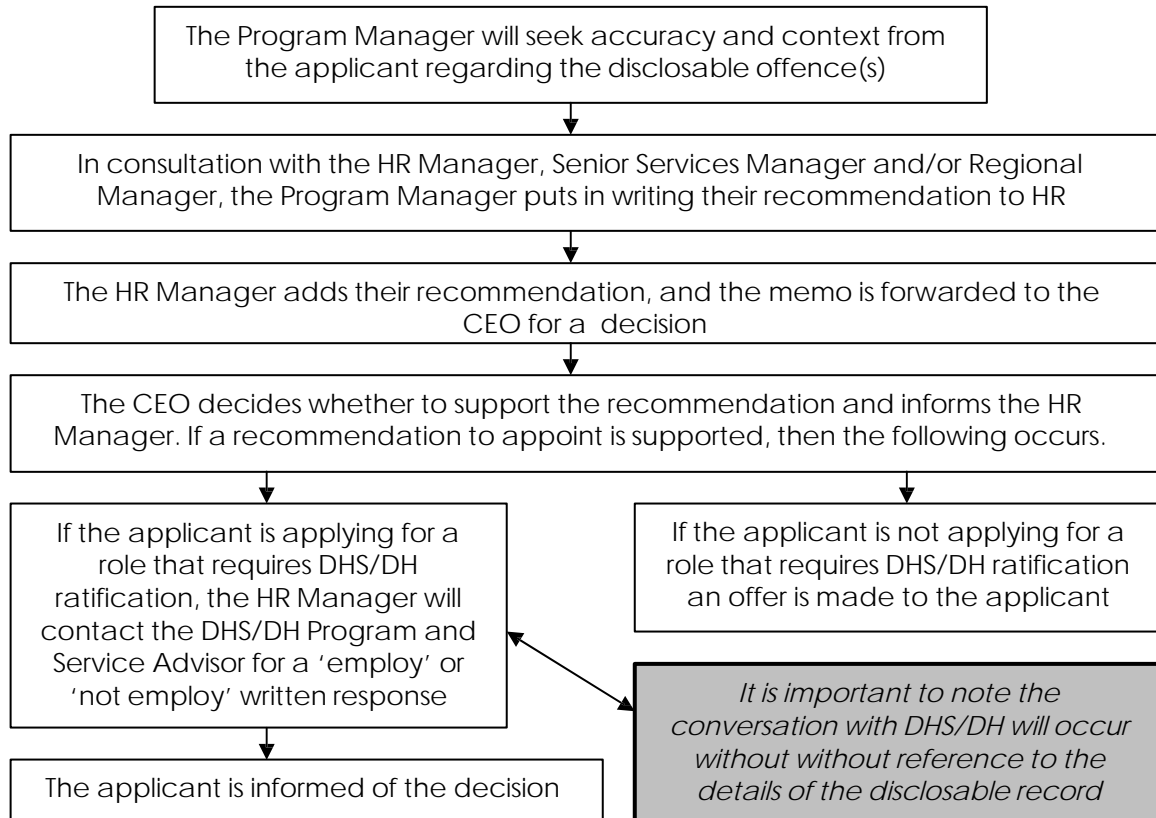
Where offences are significant enough to automatically preclude employment or engagement, the manager will take the following action:

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- inform the unsuccessful applicant of the decision and its rationale
- provide an opportunity for the unsuccessful applicant to discuss the results.

3.5.2 Responding to disclosable offences

A disclosable outcome from a CHC is not always deemed unsatisfactory for a prospective employee or volunteer. The Chief Executive Officer (CEO) has discretion to approve a CHC as satisfactory. The process below highlights how this occurs.



Further, any decision irrespective of whether it is for or against a person must be able to be justified and fully documented.

Where an applicant, volunteer or student with a disclosable record is not cleared by the Department of Human Services, the funded organisation manager must:

- inform the unsuccessful applicant of the decision and its rationale
- provide an opportunity for the unsuccessful applicant to discuss the results, and
- inform the unsuccessful applicant of the opportunity for the decision to be reconsidered by senior management within the Anglicare Victoria.

3.6 Security of records and confidentiality

Police records are 'sensitive information' under the terms of the Information Privacy Act 2000 (Vic) and are treated with the strictest confidence.

- Only the Anglicare Victoria staff member in charge of the CHC process such as the Volunteer Coordinator, Program Manager or Team Leader may be given access to the results of a CHC.
- Online CHCs are provided strictly on the basis that any hard copy of the report will be securely stored for a maximum of three months and then destroyed.

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- The report may not be copied and may not be accessed by any person without the authorisation of the CEO or the Human Resources Manager, and then only for the purposes of assessing the applicant's employment/ volunteer application or for auditing compliance with this policy.
- Under no circumstances will a copy of the report be given to the applicant or to any third party (unless required by law or for the purpose of defending any legal action).
- If the content of a CHC needs to be recorded in writing or emailed (for purposes of assessing suitability under this policy) the record or email must not include any identifying information, which must be sent in a separate communication in case of interception. Details of criminal history must not be faxed.

3.7 Renewal of CHCs

All relevant individuals will undergo a new CHC at least every three years. Checks will be administered in the same manner as for new employees and volunteers. All employees and volunteers will be required to consent to a CHC when requested. If a contractor is to work with Anglicare Victoria for longer than three years they will also be asked to undergo another CHC.

CHC status for employees and volunteers is recorded in Preceda. Managers are responsible for monitoring the status of all individuals in their program area and making appropriate arrangements for rechecking within the above timeframes.

Disclosable outcomes appearing on CHC records in respect of existing employees will be assessed using the same criteria as for new employees. An employee found guilty of a serious offence relevant to their employment will face possible termination of employment. Similarly, volunteer engagement will be reviewed in the event of a disclosable outcome following re-checking of an existing volunteer.

RELATED DOCUMENTS

Criminal History Check Procedures for Home Based Care (Appendix One)

Criminal History Check Procedures for Kinship Care (Appendix Two)

"Procedure for Organisations Conducting National Police Records Checks", Department of Human Services.

Department of Human Services' Service Agreements Information Kit (4.6) (31 July 2012)

<http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.6-police-record-check-policy-including-working-with-children-check>

Information Privacy Act 2000

Anglicare Victoria Babysitting Policy

Department of Human Services - "Minimum Standards and outcome objectives for home-based care services in Victoria".

Anglicare Victoria Intranet – helpful resources regarding privacy and practice

This policy becomes effective as at: December 2007

This policy was last amended: April 2014

This policy is due to be reviewed: April 2016

Any queries about this policy or related procedures should be directed to:

- People and Culture

APPENDIX 1

CRIMINAL HISTORY CHECK PROCEDURES FOR HOME BASED CARE

1. PURPOSE AND RATIONALE

Anglicare Victoria is committed to the highest standards of client care and service to the community. One of the key strategies in attaining and maintaining these standards is in ensuring the probity and suitability of all individuals who will work with or on behalf of Anglicare Victoria, whether in the capacity of employee or volunteer.

Accordingly, all employees, volunteers and contractors of Anglicare Victoria are required to undergo a National Criminal History Records Check (CHC) and to maintain that Check throughout the currency of their role by undergoing a further check every three years.

Subject to the specific exemptions set out below, no employee or volunteer may commence their employment or volunteer engagement until they have provided proof of a satisfactory CHC as defined by this policy. In the event of an unsatisfactory CHC being received for an existing employee or volunteer, their employment or volunteer engagement (as the case may be) will be reviewed in accordance with this policy.

“Police History Checks apply to primary caregivers as well as those who provide services providing personal care or assistance or those who are in a position of trust or responsibility with clients. Caregivers include but are not limited to foster parents..., all adult co-habitators in home based and residential care including spouses/partners and children aged 18 and over...” (DHS, Police Record Check Policy)

Please note that the purpose and rationale of this policy for Home Based Care also applies to Kinship Care, see Appendix two.

2. DEFINITIONS

CHC – National Criminal History Records Check obtained from the national police records database CrimTrac. A CHC was formerly known as a police check.

Current – For all new employees and volunteers their initial CHC must be conducted by Anglicare Victoria. In the case of an existing employee or volunteer, three years. In the case of a student on placement, a CHC obtained within the currency of the academic year.

DHS Carer Register – Section 80 of the Children, Youth and Families Act 2005 requires the Secretary of the Department of Human Services (DHS) to keep a register of out of home carers.

Disclosable outcome – refers to pending charges and findings of guilt with or without conviction.

Partnership worker a person who is the employee of an agency other than Anglicare, but who is working within Anglicare Victoria facilities under the terms of a formal Partnership Agreement between Anglicare Victoria and the other agency.

Satisfactory CHC – means either:

- a current check with no disclosable outcomes; or

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- a current check with disclosable outcomes that has been assessed as satisfactory under the terms of this policy.

3. PROCEDURES

3.1. RESPONSIBILITY OF HBC PROGRAM

Under the terms of the CHC Policy, Home Based Care programs are specifically responsible for carers, and other people aged 18 years and over living in a household that provides home based care, as per section 3.1.2 *Volunteers*, 3.1.7 *Other specified individuals*, and 3.8 *CHC requirements for Home Based Care programs*.

A 'fresh' Police Check must be undertaken for each new applicant and any household member 18 years and older even if a Police Check had been completed within the last 3 years for another purpose or through another organisation.

This requirement is applicable to all new applicants who apply to be carers with Anglicare Victoria and for any household members aged 18 years and older, regardless of their age, disability status or where reside on the property. It also includes new applicants who are already registered as a foster carer with another CSO or applicants who have a valid Police check that was obtained for another purpose prior to them applying to become a carer with Anglicare Victoria.

For applicants and members of their household who are 18 years of age who have spent 12 months or more overseas during the past 5 years, an international Police check must be conducted. If this is not possible, three additional referee checks from people who knew the applicant while in that country must be conducted. (Refer draft 'Program requirements for Home Based Care in Victoria', July 2012, p.26)

3.2. CHC requirements for Home Based Care programs

Every person over the age of 18 who is part of a foster care household, must have a CHC, whether they are actively involved in caring for that child or not (Please note that different responsibilities apply in relation to contracted kinship care - refer to explanatory definitions of kinship care and foster care under section 2 of this policy). See Anglicare Victoria Babysitting Policy for further information. However, there are other social situations where CHCs may also be required. This information is listed in Table 1 below. Where an unexpected need for a CHC presents in contracted kinship care, the case manager will request that DHS undertake the CHC.

Every person who is in regular and planned contact with foster or contracted kinship care children, such as babysitters is also checked. This requirement should be discussed with prospective foster carer families prior to accreditation and four or five people nominated as prospective babysitters who can police checked.

Contracted kinship and foster Carer families need to be made aware that they must notify the program if there is any change in the constellation of their household, and those new residents over eighteen years old will be required to undergo a CHC. Any adverse findings in relation to CHCs may alter their foster care accreditation status. Carers in contracted kinship care will be informed that DHS will be notified about any adverse CHC outcomes

Table 1. Home Based Care Criminal History Checks

Common Scenario	Standard	Advise Protective Worker
Having a sleepover at a friend's house	No CHC if carer uses DHS guidelines and makes a judgment. <i>Note - depends on circumstances</i>	Yes

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Common Scenario	Standard	Advise Protective Worker
	– <i>check DHS guidelines.</i> Undertake safety assessment	
Going to a friend's house for a play after school as a one-off	No CHC Undertake safety assessment	No
Going to a friend's house for a play after school on a regular basis	No CHC Undertake safety assessment	No
Going to a birthday party at a friend's house	No CHC Undertake safety assessment	No
Having private tuition, e.g. school work or music (one on one)	No CHC necessary if the activity occurs in the carer's home. CHC required if activity is away from the home	Yes
Being collected from school by someone else	No CHC Undertake safety assessment	No
Going out with another family, eg to the movies	No CHC Undertake safety assessment	No
Participate in group coaching sessions eg basketball	WWC Check required. Carer to check that this has been completed. Undertake safety assessment	Yes
Having a babysitter as a one off	No CHC required as per DHS guidelines. Carer makes a judgement as a reasonable parent. Undertake safety assessment	Yes
Having a babysitter on a regular basis	CHC Undertake safety assessment	Yes
Child being cared for by another adult for a period of time	CHC Undertake safety assessment	Yes
A relative / friend of the carer coming to stay for one or more nights	No CHC required if carer is present. Undertake safety assessment	Yes
Going on a holiday with carer family and another family	No CHC required if carer is present during the holiday. Undertake safety assessment	Yes

3.2.1. Transfer from and sharing of foster families and volunteers with other agencies

In case of a foster family voluntarily transferring from another agency to Anglicare Victoria, the family will be required to successfully complete an assessment, accreditation and CHC before any placement of a foster child is made. Whilst the assessment and accreditation of another agency may be accepted (this is up to the program), a new CHC must be initiated. Copies or written confirmations of a CHC performed by another organisation are not acceptable.

Where protocols have been formalised between other agencies and Anglicare Victoria to facilitate an 'on loan' foster family, Anglicare Victoria will accept the assessment and accreditation of the foster family and obtain a written confirmation that CHCs have been completed by the agency directly and that there are no issues of concern.

Where protocols have not been formalised between Anglicare Victoria and another agency for an 'on loan' arrangement, the foster family will generally only be used after an assessment, accreditation and a CHC have been completed by the Anglicare Victoria foster care program. Whilst the assessment and accreditation of another agency may be

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accepted (again, this is up to the program to decide), a new CHC must be completed.

3.3. CARER REGISTER – CRISSP

All carers and people subject to the above sections of the CHC policy (known collectively for the purposes of this document as “carers”) should be entered into CRISSP at the time of:

- a) their accreditation. This should be completed by the nominated CRISSP worker in the office. Information is to be obtained from the Carer Registration form or carer application paperwork.
- b) the point in time that a person living in the house turns 18 years of age or someone over the age of 18 years moves into the home. These additional household members should be added as contacts in CRISSP.

Following a carer’s registration on CRISSP, the carer is required to be added to the DHS Carer Register. This is to be completed within 14 days of accreditation as a carer; a carer cannot be used for placement until they are registered.

3.4. UPDATING CRIMINAL HISTORY CHECKS – Current Carers

- 3.4.1.** Each site shall identify a person responsible for creating a report on carers’ CHC expiry dates (generated by CRISSP in the future). This data is to be brought to the team leader’s attention at the first team meeting of each month.
- 3.4.2.** It will be the Team Leader’s responsibility to allocate the appropriate person within the team to follow this process.
- 3.4.3.** Three months prior to the CHC expiring, carers shall be contacted in writing to request they complete an updated CHC. The relevant documentation should be included (i.e. consent form and 100 point check form).
- 3.4.4.** Should the carer fail to complete this within a two month period, the worker will make phone contact with them one month prior to the CHC expiring.
- 3.4.5.** Should the carer still fail to complete this, an urgent home visit will be conducted no later than one week prior to CHC expiring. If necessary, the worker will negotiate options with the family (i.e. worker taking the documents to the police station for them etc).
- 3.4.6.** If a cleared CHC has not been received by the expiration date it is the Team Leader’s responsibility to remove them from the DHS Carer Register and make them ‘Not Operational’ on CRISSP. This means the carer is not eligible for placements until necessary checks (i.e. CHC and Working With Children Check) have been satisfactorily completed, and if the carer has a current placement, the placement must be concluded until such time as the checks have been completed.
- 3.4.7.** Accreditation Reports
Each Accreditation Report consists of two parts:
 - Face sheet requiring the worker to provide names and personal details of applicants, recommendation and conditions for fostering, as well as completing a safety and alert check which includes a CHC.
 - The main body of the report.

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Both parts of the report are to be signed by the writer and countersigned by their Supervisor. With their signatures both staff members acknowledge and confirm the accuracy of the report and the completion of the safety and alert check list of the front page.

The Supervisor is responsible that all of the above is successfully completed before the Accreditation Report is presented to the Accreditation Committee.

The Accreditation Report's front sheet lists alerts, safety checks and conditions for approval of the applicant for foster care. All of these need to be ticked and answered. The assessing foster care worker signs the front sheet with 'confirmed and completed'. The worker's supervisor countersigns with 'checked and confirmed'. All signatures have to be dated and state the role and position of the person at the time of signing.

3.4.8. Accreditation Committee

No report is to be presented to the Accreditation Committee unless both parts of the report are completed, all checks are ticked, and two signatures are on each part of the report. The Accreditation Panel is to reject all reports which do not comply with these requirements and where checks and alerts are incomplete or noted as 'pending'.

3.4.9. Accreditation timelines

For the purpose of accreditation of carers a CHC will be considered current provided it was obtained by Anglicare Victoria and regardless of the time lapsed between the date of CHC and the actual date of accreditation.

3.4.10. At the start of a new placement

During the initial assessment phase and before a child enters any short to medium term placement, identify key people or networks that the child or foster family is likely to have contact with. As a precautionary measure, initiate CHCs based on this information.

Advise children and young people coming into care if they want to stay with a complete stranger to the family and the program, that a CHC is required before such an arrangement can be allowed. Children and young people are to be made aware of this expectation so that it does not come as a complete surprise.

3.4.11. Situations which may require further consultation

In circumstances that could not otherwise be anticipated such as emergencies, it may be necessary to contact DHS Child protection to request that an urgent CHC be initiated.

A check of CRISSP may indicate whether the person/family is known to Child Protection or not and this information can be used in the discussion with DHS to help arrive at a decision. A mini assessment of this nature may provide valuable information as to whether or not it is appropriate for the child or young person concerned to have contact with particular people.

If it is decided that a child or young person should not be at a person's house and that person is not willing to cooperate, they are considered to be 'harbouring' the child or young person. Child Protection can ask the

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police to charge the person with harbouring under the Children and Young Person's Act (1989).

3.5. CARERS ON HOLD

At the first team meeting of each month the Carer on Hold list must be reconciled against the expiring police check data.

Two options exist at this point: 1) CHC to be renewed, or; 2) CHC not to be renewed. If it is deemed appropriate by the Team Leader for the CHC to be renewed, the procedures listed in section 3.4 above should be followed.

If the CHC is not to be renewed this must be clearly marked on the list and on the carer's file.

It is the Team Leader's responsibility to remove the carer's details from the DHS Carer Register and make them 'Not Operational' on CRISSP.

When carers return from 'On Hold' the face sheet of the Annual Review document must be completed and signed off by a Team Leader. This will include reviewing CHC and WWCC dates.

3.6. EXITING CARERS

On the resignation of a carer, and within 14 days of the last day of the carer's service, the team leader must remove the listed carer from the DHS Carer Register and make them Not Operational on CRISSP.

RELATED DOCUMENTS

Anglicare Victoria Carer Annual Review Document

Anglicare Victoria Carer Register Form

APPENDIX 2

CRIMINAL HISTORY CHECK PROCEDURES FOR CONTRACTED KINSHIP CARE

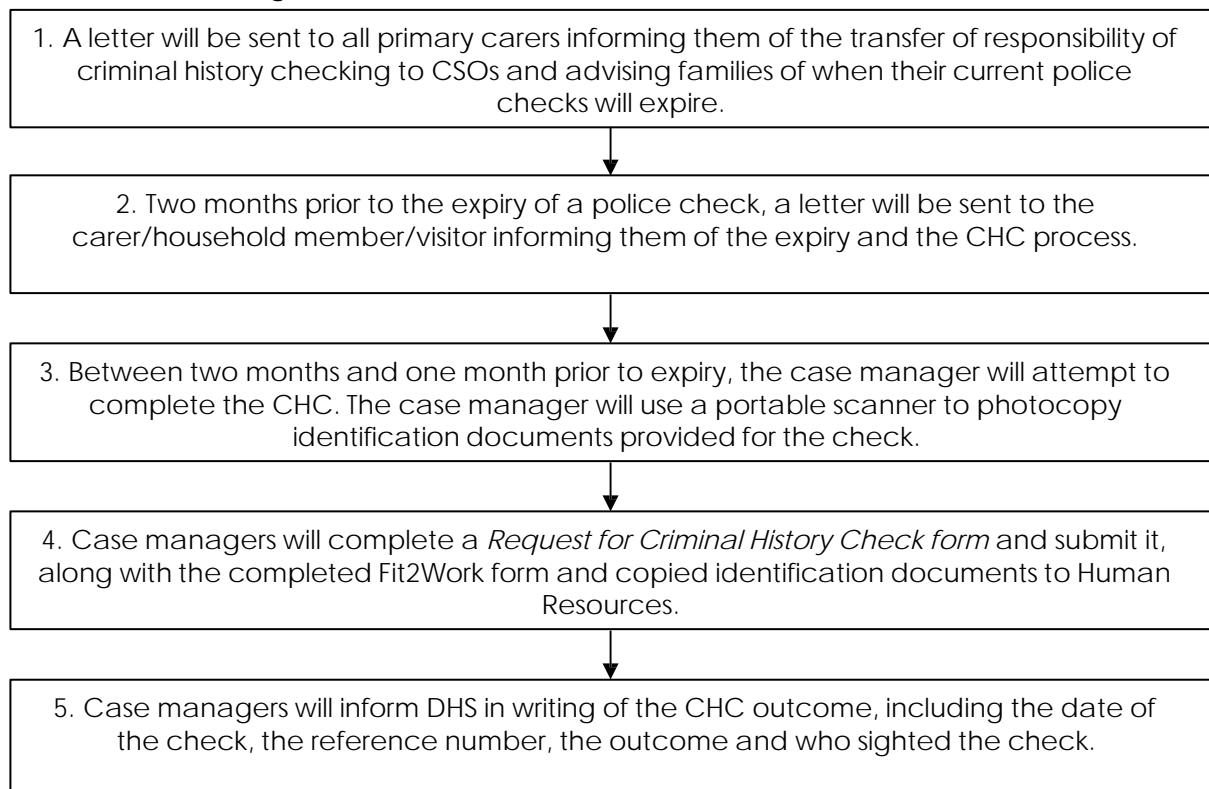
Scope

- Only families receiving contracted case management service from Anglicare Victoria
- Carers and other adult members of the household
- Young people in the household who turn 18 during the period of service
- Regular overnight visitors
- Reconfirm that Table 1 Home Based Care CHC also applies to contracted kinship care.

Requirements

- Team Leaders will maintain and monitor a central CHC database and report any carers/household members/visitors who will require a new check in the next quarter.
- Case managers will be provided with information about requirements for 100 points of identification and procedures relating to the Fit2Work checking process.

Process for Rechecking Carers/Adult Household Members/Visitors

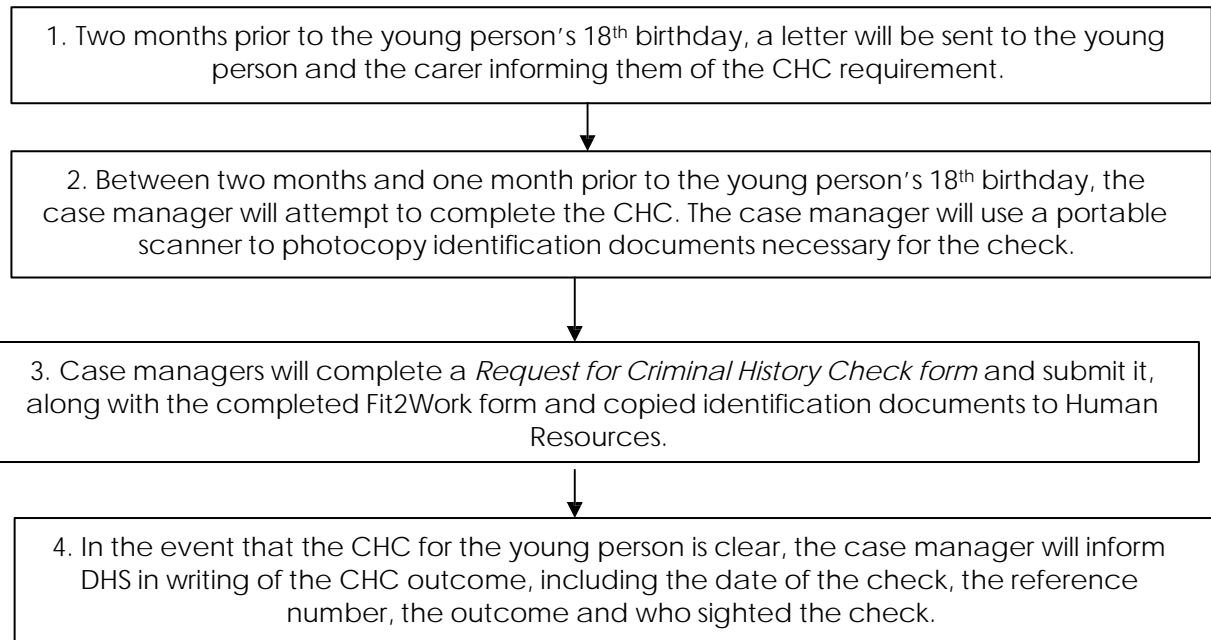


Process for Household Members Who Turn 18

All household members will be recorded in the Team Leader's CHC database, including children and young people under 18. It is the responsibility of Anglicare Victoria to complete a CHC when a household member turns 18.

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Process for Household Members Who Turn 18 (continued)



Recording Outcomes

As well as informing DHS in writing of a CHC outcome, the case manager will enter the new check date in the Client File Checklist and the team leader will enter the date into the CHC database.

Disclosable Outcome

If an adverse outcome is received, the case manager will discuss it with their team leader. The program manager will be informed about any adverse outcomes. When informing DHS of the outcome, the case manager, in consultation with their team Leader, will also provide their recommendations and any risk concerns. The case manager will request that the Child Protection Worker seeks approval from the Regional Director. The CEO of Anglicare Victoria will also need to be kept informed throughout this process particularly in the event of a dispute with DHS.

Difficulty in Completing a CHC

In some circumstances, it may be difficult to complete a CHC. The circumstances may relate to the person's availability or their willingness to complete the check. Some carers/household members/visitors may not have adequate identification documentation to complete the check. In these circumstances, the case manager will case note their attempts to complete the check.

If a check has still not been completed one month prior to the current check's expiry, the case manager will request that DHS conduct a CHC. The case manager will then record the date of the CHC in CRIS/CRISSP and the Client File Checklist.

Unplanned or Urgent CHCs

In some cases, CHCs will be urgently required, for example, when a new person (over 18 years of age) has entered the household or when someone other than the carer is providing unplanned overnight care for the child/young person for more than one night. Where a CHC is required urgently, the case manager will assess the impact this has on the child/young person and provide this information to DHS, requesting that Child Protection conduct a CHC. The case manager will record the date of the CHC request in CRIS/CRISSP and the Client File Checklist.