

**Catholic Education Centre**

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T:\PP&RO\LEGAL&INDUSTRIAL\CURRENT YEAR\CIRCULARS\POLICE CHECKS - UPDATE EMPLOYEE PROCEDURES.DOC

CIRCULAR

URGENT
Screening/Recruitment
Procedures 11 May 2005

TO PRINCIPALS OF CATHOLIC SCHOOLS

COPY TO: *Business Managers,
 ALL Managerial Staff involved in appointing
 employees or approving volunteers in schools*

Dear Colleagues

**RE: POLICE CHECK, SCREENING and RECRUITMENT PROCEDURES
 Employees (and other paid workplace participants) and Volunteers**

Further to my previous Circular of 20 April 2005 please note that **updated and significantly amended procedures** for the recruitment and screening of Employees (and other paid workplace participants) and Volunteers are now available on CESA Online.

The new Screening and Recruitment Procedures with new Checklist are available on CESA Online at the following link:

<http://online.cesamet.adl.catholic.edu.au>

[CESA Services](#) ➤ [Screening Procedures\Police Checks](#)

Please note that SAPOL now requires different police check forms and procedures for Employees and Volunteers.

Employees and other paid workplace participants – police checks

In particular, please note that SAPOL now requires all Catholic schools to use the new 'Authority to Access Person History Information – Employee' Form for Employees and other paid workplace participants.

The form is located at the following link:

<http://online.cesamet.adl.catholic.edu.au>

[CESA Services](#) ➤ [Screening Procedures\Police Checks](#)

select [Authority to Access Person History Information Form EMPLOYEES ONLY](#)

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Proof of Identity

The form states *"Proof of Identity is required and originals must be presented to this organisation's representative when you submit this authority. A copy of the documents MUST BE attached and submitted to SA Police"*.

This means that the Principal or delegate will be required to sight the applicant with the original documentation and attach copies to the form. Please initial and date the copies signing them, "originals sighted". Please note that where an applicant has changed his or her name, proof of name change must also be sighted and copies attached.

The employee form is still required to be sent to the Catholic Education Office for processing.

Volunteers

A new form for **VOLUNTEERS ONLY** (Application for a National Police Certificate (NPC) PD267) is available on CESA Online, see below for direct links.

Please note that the Volunteer Form and Procedures are very different from the Employee Form. This is a SAPOL requirement and beyond our control.

Please see the updated Screening and Recruitment Procedures for full details in relation to completion of the Volunteer Forms.

VOAN Number

Catholic Education SA has been approved by SAPOL as qualifying for Volunteer police checks to be paid for by the State Government. This entitles Catholic Principals to insert the VOAN Number on police check applications by Volunteers. The Volunteer Organisation Authorisation Number is confidential and must be carefully protected at all times. Catholic Education SA's number is:

<u>E 1445</u>

This number is NOT to be inserted and signed until the Volunteer has completed the entire form, ensuring Despatch Options has been completed as described in the Procedures.

Please Note: The new Volunteer Form for Police Checks, and up to date circulars are available on CESA Online:

<http://online.cesaneet.adl.catholic.edu.au>

[CESA Services](#) ▶ [Screening Procedures\Police Checks](#)

select Application for a National Police Certificate (NPC) PD267 VOLUNTEERS ONLY
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Please ensure that your school has the updated forms and that you destroy all superseded forms. These are no longer accepted by SAPOL.

If you have any queries in relation to this circular and/or about police checks please contact Louise Provan on 8301 6853.

Yours sincerely



YVONNE WEBB
COORDINATOR LEGAL SERVICES

11 May 2005