

**Catholic Education Centre**

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## URGENT CIRCULAR

### TO PRINCIPALS OF CATHOLIC SCHOOLS

Dear Colleagues

**RE: POLICE CLEARANCE FOR NEW EMPLOYEES AND VOLUNTEERS**

I am writing to inform you that the revised policy of the Catholic Education Office regarding police checks for new employees and volunteers for schools, preschools, early learning centres, childcare, playgroup or any other groups or school related activities in the Archdiocese of Adelaide and the Diocese of Port Pirie is:

**‘No new employee or volunteer can commence their employment or volunteer work without a police clearance’.**

This policy is to be applied immediately.

This now means, **‘no police clearance no start for new employees or volunteers’.**

In this regard *‘new employee’* means someone who is not currently employed in a Catholic school in SA.

In regard to volunteers, no new volunteer who applies to assist in schools in any of the settings noted above can commence their volunteer work without a police clearance.

Although all registered teachers will have a police clearance by the Teachers Registration Board by August this year, it remains our policy that a police clearance is required for any new teacher to Catholic education.

Please acknowledge receipt of this policy and your immediate implementation by returning the following reply facsimile page.

With best wishes

Yours sincerely

ALLAN DOOLEY  
 DIRECTOR  
 ARCHDIOCESE OF ADELAIDE

KATHY MCEVOY  
 DIRECTOR  
 DIOCESE OF PORT PIRIE

19 May 2005

**Fax to: Allan Dooley/Kathy McEvoy**

**ORGANISATION: CATHOLIC EDUCATION OFFICE**

**Fax Number: 8301 6614**

I hereby acknowledge that I have received, read and will now implement the changes detailed in the circular dated 19 May 2005 on the subject of ***Police Clearance for New Employees and Volunteers.***

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
(Principal)

**Name:** \_\_\_\_\_  
(please print)

**School:** \_\_\_\_\_