

**Catholic Education Centre**

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# CIRCULAR

CIRC RE PC FOR NON TCHNG STAFF.DOC

TO PRINCIPALS OF CATHOLIC SCHOOLS

**Attention: School Boards, Parent Groups  
and ALL Non-Teaching Staff in Catholic Schools**

Dear Colleagues

**RE: POLICE CHECKS FOR NON-TEACHING STAFF**

You will be aware that under the South Australian Government's Children's Protection Act 1993 there is a requirement for organisations such as schools to commence development of a criminal history police check policy and standards within twelve months of the legislative amendments to the Act which came into operation from 31 December 2006.

This means that all teachers and education support officers in our schools are required to have undergone a police check by that date.

Teachers will have been police checked as part of their registration with the Teachers Registration Board and for any teachers employed since 2001 in Catholic schools this would also have occurred through the Catholic Education Office police check procedures. Similarly any ESOs employed in our schools since 2001 will also have undergone a police check.

This circular is a reminder that any ESOs employed prior to 2001 will need to have undergone a police check prior to the end of this year.

The cost of these police checks is covered by the school. It is necessary that these checks be undertaken prior to the end of this year if staff have not already done so.

Staff in schools in the Port Pirie Diocese will need to acquire a current National Police Certificate through their local police station, and the school can fax the Certificate to the Police Check Unit for clearance as per the process of number 3.2 in the Screening Procedures.

A copy of the clearance letter, when received by the individual, must be taken to the place of employment for the expiry date to be recorded on their personnel file.

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Please provide, as appropriate, a copy of this circular to your staff, or to use it as the basis of your own communication to staff.

Thank you in anticipation for your cooperation of this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read "Allan Dooley". The signature is written in a cursive, slightly slanted style.

ALLAN DOOLEY  
DIRECTOR

31 October 2007