

# POLICE CHECK DECISION FLOWCHART



## Clergy, Religious and Paid Member of Staff

Is the person a clergy, religious or paid member of staff at your location Y/N?

YES

Does the person have any other acceptable clearances or documentation?

(refer legend categories 1,2,3,)

YES

Police Check not Required

NO

Police Check Required

NO

## Recognized Volunteer

Does the person hold a recognized volunteer role at your location Y/N?

YES

Does the person have any other acceptable clearances or documentation?

(refer legend categories 1,2,3,)

YES

Police Check not Required

NO

Police Check Required

NO

Go over page

## Legend

### CATEGORY 1 - ACCEPTABLE FORMS OF CLEARANCE

- ⊗ Catholic Archdiocese of Adelaide - Police Check Unit (PCU).

### CATEGORY 2 - ACCEPTABLE FORMS OF CLEARANCE

(retain signed copy at location - no PCU check or letter required)

- ⊗ Teachers Registration Board – TRB Registration Certificate.
- ⊗ South Australia Police Officers – SAPOL Identification Badge.
- ⊗ Licenced Bus Drivers (Department Transport, Energy & Infrastructure (DTEI) - Accreditation card/bus licence or company engagement documentation which clearly states the drive is fully accredited through DTEI.
- ⊗ Licences Security Guards (Office of Consumer & Business Affairs (OCBA) - Security Licence.

### CATEGORY 3 - ACCEPTABLE FORMS OF DOCUMENTATION FOR CONSIDERATION

(verifying documents to be sent to PCU for further assessment and issue of PCU Clearance Letter).

- ⊗ National Police Certificate.
- ⊗ National Crime Check Certificate.
- ⊗ Programmed Maintenance Group (PRM Group) Certificate.
- ⊗ Department of Communities & Social Inclusion (DCSI or DFC) Clearance Letter.
- ⊗ Department of Education & Child Development (DECD ) Clearance Letter.
- ⊗ Uniting Church in Australia (UC) Clearance Letter.
- ⊗ Federal and State Working With Children Clearance Cards.

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## External Service Providers or Contractors

### One - Off

Attendance only 1 time over a calendar year.

Is the visit to the location one -off?

NO

YES

Police Check not Required

### Occasional

Attendance 2 or more times over a calendar year (includes visits that exceed 1 day in duration).

Is the visit to the location occasional?

NO

YES

Will the person be working directly with or in close proximity to children or vulnerable groups?

NO

Police Check not Required

YES

Will the person providing the service be under supervision by someone at the location who has a police clearance?

YES

Police Check not Required

NO

Does the person have any other acceptable clearances or documentation?

(refer legend categories 1,2,3,)

YES

Police Check not Required

NO

Police Check Required

### Regular

A constant or definite pattern over a calendar year.

Is the visit to the location regular?

YES

Does the person do any of the following?

- Work directly with or in close proximity to children or vulnerable groups?
- Supervise/manage other persons who have regular contact or work in close proximity to children or vulnerable groups ?
- Contribute to policy or decisions affecting children and vulnerable groups?
- Have access to children's records?

YES



Does the person have any other acceptable clearances or documentation?

(refer legend categories 1,2,3,)

YES

Police Check not Required

Will the person providing the service be under supervision by someone at the location who has a police clearance?

NO



Police Check Required

NO

YES

Police Check not Required