

THE SCHOOL

#### **POLICE CLEARANCE POLICY**

##### **RATIONALE**

THE SCHOOL is committed to providing a safe and secure environment for the students and employees in our care. To this end the purpose of the Police Clearance Policy is to ensure that all employees are free of criminal charges or investigations and can be trusted to work appropriately with the students in their care or area of influence.

##### **THE EMPLOYEE'S RESPONSIBILITY**

The employee is required to obtain a National Police Clearance and to ensure that the Police Clearance is renewed according to legislative requirements. The cost of obtaining a Police Clearance is to be borne by the new employee.

##### **THE SCHOOL'S RESPONSIBILITY**

The School will insist that all employees have a current National Police Clearance. At the time of appointment as an employee the prospective employee will be required to show a current National Police Clearance. The Headmaster or other person making an appointment as directed by the Headmaster will contact previous employers of the prospective employee to ascertain whether or not there are or have been issues investigated which may affect the renewal of the current Police Clearance.

For current employees the School will cover the cost of the initial Clearance if that person has not previously sought such a Clearance. The cost of any further renewals must be borne by the employee. This will be a mandatory condition of engagement by the School for employees in all areas, including residents, administrative staff, and sports coaches as well as teaching staff and teaching assistants.

August 2004

Review: August 2007