1. PURPOSE AND SCOPE

To provide all Geelong Grammar employees and relevant individuals (including but not limited to residential staff, their partners and family members older than eighteen years of age, specific external contractors and guardians appointed by the School,) with an understanding of the mandatory requirement and process for a Police Record Check.

2. POLICY

The Geelong Grammar School requires all employees, residents (including but not limited to residential staff, their partners and family members older than eighteen years of age), specific external contractors and guardians to provide a "current" National Police Records Check as a prerequisite to their employment, contracting, provision of guardianship and/or residency at the School. The offer of employment and/or contracts will be subject to the outcome of a current National Police Records Check. Where criminal charges have been recorded and are relevant to the staff member's employment relationship with the School, the employment offer and/or contractual arrangement shall be withdrawn.

Existing staff employed at the School prior to August 1st, 2002 are also required to undertake a Police Record check at the School's expense.

3. AUTHORITY AND RESPONSIBILITY

The Principal is responsible for ensuring that this policy is implemented as defined by Heads of Campus and has the authority to terminate an employment contract with an employee based on the outcome of a National Police Records Check and or any subsequent criminal charge as defined in this policy.

The Heads of Campus are responsible for ensuring all staff within their respective campus present for sighting a current National Police Records check.
The Human Resources Manager is responsible for coordinating the process and monitoring of National Police Records Checks across all campuses and for advising the Principal and Heads of Campus on the requirements and results of National Police Records Checks.

4. DEFINITIONS

- **Current Police Record Check:** A National Police Records Check is a review of all National police criminal records undertaken by the Victorian Police. For “existing staff” a National Police Record check to be regarded as current, no more than five (5) years must have elapsed since it was completed. For “new or prospective staff” and others (including but not limited to contractors, Guardians, and residents over 18 years of age) a National Police Records Check is regarded as current, if no more than three (3) months must have elapsed since it was completed.

- **VIT verification of National Police Records Checks:** The Victorian Institute of Teaching have authority pursuant to the Working with Children legislation to provide a registered teacher with certification of having undertaken a National Police Records Check. The School will recognise and witness original certification documents (or authorised alternative such as a registration card) in accordance with this policy.

5. PROCEDURE

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsibility</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Police Record checks</td>
<td>For existing staff and residents (including but not limited to partners and family members of residents over 18 years of age) a Police Record check is regarded as current, if no more than five (5) years must have elapsed since it was completed. All new staff, contractors, guardians and residents (including but not limited to partners and family members of residents over 18 years of age) must provide a current Police Record check that has been issued no more than three (3) months before the date of appointment/residency.</td>
<td>All employees &amp; contractors</td>
</tr>
<tr>
<td>Disclosure of criminal charges</td>
<td>Employees, residents, contractors and guardians are required to notify the School immediately if they are charged with any criminal offence or if a complaint is made against them under the Sex Discrimination Act 1984, the Equal Opportunity Act 1995 or any similar or superseding legislation.</td>
<td>All Staff</td>
</tr>
</tbody>
</table>
| Contracts of employment | The following clauses are included in letters of appointment for all staff employed after 1st August, 2002.  

**Resident and Non-resident staff:**  
*The offer of employment is subject to the outcome of a current Police Record Check. Please organise for a National Police Record Check to be completed as soon as possible. The result should be presented to the Human Resources Department (or delegated officers within each campus) for witnessing. The original record is then retained by the employee for their own use. In accordance with the Victorian Police regulations, no Police Records Check document is to be stored on any personnel file.* | | |
6. RECORDS

Records shall be retained for at least the period shown below.

<table>
<thead>
<tr>
<th>Record</th>
<th>Retention/Disposal Responsibility</th>
<th>Retention Period</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Record Check Report</td>
<td>Human Resource Manager</td>
<td>7 years</td>
<td>Human Resource Personnel File</td>
</tr>
</tbody>
</table>

7. REFERENCES

- Working with Children legislation 2004
- Victorian Institute of Teaching (VIT) registration criteria

8. ATTACHMENTS

- National Criminal Record Check form (Victorian Police)