



GEELONG GRAMMAR SCHOOL™
| Exceptional Education |

HUMAN RESOURCES POLICY AND PROCEDURE

Criminal Record	Document No:	
	Approval Date:	10/10/05
	Approved By:	Principal
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	Version No:	02
Responsible Officer:	Human Resources Manager	
Authorising Officer:	Principal	

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staff member's employment relationship with the School, the employment offer and/or contractual arrangement shall be withdrawn.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 Schools 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

Procedure	Responsibility	Time
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Regular Police Record checks	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.	All employees & contractors	Every 5 years
Disclosure of criminal charges	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.	All Staff	Immediate notification.
Contracts of employment	<p>The following clauses are included in letters of appointment for all staff employed after 1st August, 2002.</p> <p>Resident and Non-resident staff: <i>"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.</i></p>		

Resident partner and/or adult family member/s

"A partner and/or adult family member/s residing on campus must also agree to a National Police Record Check."

"The School will revoke its offer of residency where charges are found and are considered by the School to impact on its duty of care to students or other residents."

" Please organise for the National Police Record Check/s to be completed as soon a possible. The results will be treated confidentially and must presented to the Human Resources Department (or delegated officers within each campus) for witnessing. The original record is then retained by the resident for their own use, forwarded to the Human Resources Office located at the Corio Campus."

Others including but not limited to contractors and guardians

"A contractor/guardian who by the nature of there work comes into close contact with students must undertake a National Police Records"

"The School will revoke its contract or guardianship arrangement (or other) where charges are found and are considered by the School to impact on its duty of care to students or other residents."

" Please organise for the National Police Record Check/s to be completed as soon a possible. The results will be treated confidentially and must presented to the Human Resources Department (or delegated officers within each campus) for witnessing. The original record is then retained by yourself for your own use."

6. RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location
Police Record Check Report	Human Resource Manager	7 years	Human Resource Personnel File

7. REFERENCES

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

8. ATTACHMENTS

- National Criminal Record Check form (Victorian Police)