

From the Human Resources Manager

MEMO TO: All Staff
RE: Police Records Check

Background

In August, 2002 Geelong Grammar School introduced a policy requiring all new staff undertake a Police Records Check as a condition of employment. Police Records Checks for staff employed prior to 1st August, 2002 were voluntary.

Change to School Policy

This policy has recently been reviewed to ensure consistency with legislation foreshadowed in the Draft Working with Children Bill, 2004 and the policies and practices of the Victorian Institute of Teaching. It is also in keeping with community expectations of schools as evidenced in the recent changes to policy by the Victorian Education Department, Australian Catholic Schools and other Victorian Independent Schools.

It is now compulsory for all employees of Geelong Grammar School to undertake a Police Records Check as a condition of employment. New employees will continue to be required to undertake a Police Records Check prior to employment and at their own expense. The School will continue to meet the cost of Police Records Checks for all staff employed prior to 1st August, 2002.

Regular Police Records Check every five (5) years

For a Police Records Check to be regarded as "current" it must have been undertaken within the last five (5) years. Therefore, all staff must undertake a regular Police Records Check every five (5) years at the School's expense. New employees must have undertaken a Police Records Check no more than 12 months prior to employment with Geelong Grammar School.

Completing an application for a Police Records Check

According to our files, you have not previously undertaken a Police Records Check for employment purposes with the School and are now required to do so at the School's expense. Please complete the Police Records Check form attached to this memorandum (including providing a copy of identification), sign and date it and return it to one of the people listed below for your campus by the 17th of June, 2005. These will then be forwarded to the Human Resources Department who in turn will forward all applications and payment to the Victorian Police on behalf of staff. The result of your Police Records Check will be returned to you. The reason it is returned to you is to ensure that you are then able to use it, if required, for other purposes. The School **cannot** keep Police Records Checks on personnel files in accordance with the Police regulation governing the use of Police Records Checks.

When you receive the result of your Police Records Check, you are then required to bring it to your campus to be sighted by both of the people listed below, in accordance with the revised policy.

Bostock House: Mae Hill and Jenny Hendry
Corio: Pam Bennett, Tania Stokes or Malcolm Leigh-Smith
Glamorgan: Jenny Cross and Gwyn Patterson
Timbertop: Dale Daly and Jan Purcell

Further information

If you require further information, please contact either myself (ext. 348) or Pam Bennett (ext. 815) in Human Resources at Corio.

Kind regards

Malcolm Leigh-Smith
31st May, 2005