



## Geelong Grammar School

### CRIMINAL RECORD POLICY

Effective 1<sup>st</sup> September 2002

#### Staff

All new staff (post 1<sup>st</sup> August, 2002) are required to apply for a Criminal Record Check as a prerequisite to their employment at the School. The cost of the check will be borne by the employee. Where criminal charges have been recorded and are relevant to the staff member's employment relationship with the School, the employment offer may be withdrawn.

All existing staff will have the option of completing a Criminal Record Check at the School's expense.

All staff (including existing staff) who transfer to another position within the School, must agree to a Criminal Record Check. Where a check has been completed less than 6 months prior to the transfer, no further check is necessary to confirm the appointment.

#### Resident partners and adult family members

For appointments on staff post 1<sup>st</sup> August, 2002, partners and adult (18yrs and over) family members who reside on campus must also agree to a Criminal Record Check at their own expense. Where relevant criminal charges have been recorded, the offer of residency may be revoked.

Approved visitors on campus who stay for periods exceeding 3 months must also agree to a Criminal Record Check.

#### Disclosure of criminal charges

Staff are required to notify the School 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.

#### Contracts of Employment

The following clauses will be included in letters of appointment for all staff employed post 1<sup>st</sup> August, 2002.

#### **Non-resident staff:**

*"This offer of employment is subject to the outcome of a current Police Record Check. Where criminal charges have been recorded and are relevant to your employment relationship with the School, this employment offer may be withdrawn. Please organise for a Police Record Check to be completed as soon as possible. The result should be forwarded confidentially to the Personnel office located at the Corio campus.*

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Disclosure of pending charges:

*If you are charged with any criminal offence or a complaint is made against you under the Sex Discrimination Act 1984, the Equal Opportunity Act 1995 or any similar or superseding legislation, you will promptly notify the School of that charge or complaint. You will also promptly notify the School of the outcome of that charge or complaint."*

**Resident staff:**

*"This offer of employment is subject to the outcome of a current Police Record Check. Where criminal charges have been recorded and are relevant to your employment relationship with the School, this employment offer may be withdrawn.*

*A partner and/or adult family member/s residing on campus with you must also agree to a Criminal Record check. The School may 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 Police Record Check/s to be completed as soon as possible. The results will be treated confidentially and should be forwarded to the Personnel office located at the Corio campus.*

Disclosure of pending charges:

*If you are charged with any criminal offence or a complaint is made against you under the Sex Discrimination Act 1984, the Equal Opportunity Act 1995 or any similar or superseding legislation, you will promptly notify the School of that charge or complaint. You will also promptly notify the School of the outcome of that charge or complaint."*



**Nicholas A. Sampson**  
Principal

01/09/02