



St Francis of Assisi  
PARISH PRIMARY SCHOOL

## POLICE RECORD CHECKS POLICY

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### Rationale

Police record checks of non-teaching staff and volunteers assist in ensuring a safe environment for our students and are critical to maintaining high standards of professional conduct.

### Aims

To ensure all non teaching staff, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

### Implementation

- In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Melbourne Archdiocese Catholic Schools recommendation that all non-teaching staff and volunteers have a satisfactory police records check.
- Clearances resulting from police records checks have a 'life span' of 5 years. Non-teaching staff seeking re-employment, transfer or promotion after that date will require a new check. Those seeking re-employment, transfer or promotion within the 5 years, are required to present the original clearance as well as sign a Statutory Declaration indicating any proven or pending criminal offences since the applicant signed the last police records check form.
- Non-teaching staff requiring police records checks will be required to organise and pay for the checks themselves.
- The School also requires that volunteers who assist in programs that have potentially higher levels of student contact than normal (eg: camps, sleep-overs, sporting team coach, swimming programs) will also undergo a satisfactory police records check.
- The Principal will decide which other groups of volunteers require police records checks.
- Police record checks of volunteers will be organised, coordinated and paid for by the school.
- Reasons for volunteers to undertake police records checks, as well as the fact that volunteers on camps etc have all undergone satisfactory police records checks, will be publicised in the school newsletter.
- Any teacher employed at St. Francis of Assisi must have VIT registration which includes a Police Record Check as part of the registration process.

### POLICY REVIEW

Policy reviewed	February 2025
Approved by	Principal Mark Basile
Next scheduled review date	February 2028