



STATEWIDE GROUP TRAINING (SA) INC

POLICE CHECK POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) will perform a Police Check where it is necessary to manage its risk and/or comply with its legal obligations in relation to the services and functions that it provides as an organisation.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors.

POLICY:

A Police check may be requested to be performed on those persons who SGT intend to:

- Employ, including existing and potential employees;
- Work with all young people accessing our services and the welfare of the Apprentices and Trainees; and
- Otherwise have a relationship with, in any form, where a potential risk exists.

All Police Checks will be requested through the South Australian Police, who will issue a National Police Certificate that provides a national summary of an individual's offender history.

An entry on a National Police Certificate will not automatically preclude a person's ability to be employed and/or involved with SGT. Each individual case will be considered on its merits and in relation to the particular needs of the organisation and the service or function that it requires to be performed.

Any person who will become a staff member of SGT, and is required to undergo a Police Check for their role, SGT will complete, lodge and meet the cost of the Police Check. Any other employee (Apprentice/Trainee/Contractors/Sub Contractors) to be employed by SGT, requiring a Police Check for the position they are to undertake, will need to provide a Police Clearance (at their own expense) prior to commencement of the position.

The application form for a National Police Certificate can be obtained from the South Australian Police website at: www.police.sa.gov.au and will be completed by the appointed officer prior to employment.

Applicants will need to provide one of the following to the assigned officer lodging the Police Check Request form:

- Passport - current or expired within five (5) years;
- Birth Certificate (or extract); or
- Citizenship Certificate (or certified paper),

And one of the following current identifications that carries a signature or a photograph that can be matched to the applicant:

- Driver's Licence or permit;
- Public Service ID card;
- Centrelink card;
- Tertiary Education ID; or
- Proof of Age Card.



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All such documents must be in the same name. If an individual's name on any of the identification documents provided, vary (eg marriage), the applicant must provide proof of name change, e.g. deed poll, marriage certificate.

A copy of all documents must be attached to the application, together with the appropriate fee.

Fees for obtaining a National Police Certificate for SGT staff must accompany the application, or it will not be processed, and the payment must be in the form of a cheque.

In general, a National Police Certificate will take five (5) to fifteen (15) days to be processed and issued, so sufficient time must be given between the offer of employment (subject to the Police Check) and the commencement of employment.

Reference:
Children's Protection Act 1993

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023
