

1.7.11	POLICE CHECK POLICY
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Applies to: Board Members, All Staff and Volunteers
Specific responsibility: CEO

Version: 1
Date approved:
Next review date:

Policy context: This policy relates to	
Standards or other external requirements	Home Care Standards, Tasmanian Quality and Safety Standards, National Standards for Volunteer Involvement.
Legislation or other requirements	
Contractual obligations	CHSP Funding Contract

PURPOSE

Meals on Wheels is committed to the screening process to ensure suitability and compatibility for both volunteers and Meals on Wheels.

To ensure the safety of staff, clients, volunteers and Meals on Wheels, including its reputation, Meals on Wheels requires all volunteers and staff to undergo a National Police Check.

POLICY

The process for acquiring a National Police Check will follow standardized procedures to ensure a fair, inclusive and transparent approach in line with best practices and relevant legislation outlined in the Commonwealth Home Support Program (CHSP) Guidelines. The CEO is responsible for ensuring best practice in volunteer screening and may designate responsibilities to the Co-ordinator.

Meals on Wheels complies with non-discriminatory principles and promotes diversity in its recruitment and screening process. Information collected during the Police Check process will be treated and stored in accordance with the Volunteer and Staff Confidentiality and Privacy and Documentation and Records Policies and Procedures.

A satisfactory police check for working and volunteering with Meals on Wheels will not include any convictions which may place staff, volunteers and clients or Meals on Wheels at risk. Unsatisfactory police checks may include, but are not restricted to, the following:

- Violence;

- Fraud;
- Theft.

The CEO will be responsible for making decisions regarding satisfactory or unsatisfactory police checks in accordance with CHSP guidelines.

PROCEDURE

Applicants will submit to Meals on Wheels State Office either a copy of a recent National Police Check (within 12 months) or a completed National Police Check application form along with certified copies of required identification documentation. Meals on Wheels State Association is responsible for sending each application and for payment of each National Police Check.

Upon return of the police check to Meals on Wheels State Office the CEO will decide if the police check received is satisfactory as per the CHSP guidelines. The National Police Check will be scanned into Meals on Wheels database and the original copy will be returned to the applicant. The Branch will be notified of acceptance or rejection.

It is a legislative requirement that National Police Checks are renewed every three years. The Meals on Wheels Database software will generate an alert when a Police Check is due for renewal and State Office will inform the Branch.

RESPONSIBILITY

This police applies to all employees and volunteers.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Police Check Application Form

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			