

	ONE2ONE POLICY			
	Title	Criminal Record Checks	Policy No	22
	Indicator	CM2 - Governance and Operational Management	Review Date	

1. PURPOSE AND SCOPE

The purpose of this policy is to safeguard One2One and its consumers against appointing Board members, recruiting staff or volunteers and contractors who have been convicted of criminal offences that may present increased risks to the organisation and its consumers. The risk includes possible fraud, the misappropriation of funds or recruiting of unsuitable people to provide services to adults and children with disabilities. The policy recognises One2One’s legal and moral duty of care obligations to its consumers under the National Standards for Disability Services and the *Working with Children (Criminal Record Checking) Act 2004*.

This policy applies to all of One2One services.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One’s supports and services.

2. POLICY STATEMENT

One2One requires that all staff, Board members, volunteers and contractors receive satisfactory criminal records checks prior to commencement of duties. This will include a National Police Certificate (less than 12 months old) and a current ‘Working with Children Check’ (if working with children under 18 yrs). If staff have lived in another country other than Australia prior to turning 16, a statutory declaration may be required.

Criminal records checks will be updated every five years for the duration of the person’s involvement with the organisation. One2One reserves the right to request an employee applies for a National Police Clearance earlier than 5 years. To find out what circumstances may lead to this request, advice can be placed to HR.

3. POLICY CONTENT

The following procedures are to be implemented to ensure that staff, Board members, volunteers and contractors have appropriate criminal records checks prior to undertaking any duties for One2One.

One2One will:

- 3.1 Require potential Board members to obtain a satisfactory criminal records check prior to appointment to the Board.
- 3.2 Inform all prospective staff and volunteers that they will be required to provide a criminal records check (National Police Clearance) prior to commencing work at One2One.
- 3.3 Require short-listed applicants (staff or volunteers) to provide documentary proof of identity, when attending the selection interview.
- 3.4 Require the recommended applicants (staff or volunteers) to obtain a satisfactory criminal records check and (where required) Working with Children Check prior to commencing duties at One2One.

- 3.5 If any recorded criminal convictions are identified, refer the matter to HR or the CEO for a determination as to whether the listed conviction would be likely to place the consumers of the organisation at any risk or breach One2One's duty of care obligations.
- 3.6 Base its determination on whether the conviction has been for an offence which directly relates to the duties, whether the position being sought would offer unsupervised opportunities for a similar offence to take place, whether the offence has occurred recently, whether there are single or multiple convictions and whether the conviction(s) reflect generally on the suitability of the person to become an employee or volunteer with the organisation.
- 3.7 Require all contractors doing work for the organisation and likely to have contact with its consumers to satisfy the organisation that criminal records checks have been obtained.
- 3.8 Update all criminal records checks every five years for all staff, Board members, volunteers and contractors.

4. PERFORMANCE STANDARDS

The following performance standards must be met to ensure that the procedures specified in Section 3 are implemented effectively:

- 4.1 All prospective staff, Board members, volunteers and contractors have been informed of the requirement to provide a satisfactory criminal records check.
- 4.2 Applicants (staff and volunteers) have provided proof of identity at the interview and the nature of those documents are recorded in the interview notes.
- 4.3 All recommended staff, Board members, volunteers and contractors have satisfactory criminal records checks and Working with children checks for those who will work with people under the age of 18 years, and copies have been stored on their personal files.
- 4.4 In the event of any criminal convictions having been recorded against the person, HR or the CEO has made a formal determination about the person's suitability as a staff member, Board member or volunteer and a copy of the determination has been appropriately filed.
- 4.5 In the event excludable criminal convictions are identified following an appointment, One2One reserves the right to terminate employment or agreement of the incumbent if the criminal convictions are deemed to pose a direct risk to the health, welfare or wellbeing of One2One consumers.

5. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One