

## 3.3 *Criminal History Assessments Policy*

### 1. Purpose

The purpose of this policy is to outline the Aldinga Community Centre's commitment to the protection and safety of children and all vulnerable people as demonstrated by conducting Criminal History Assessment on all staff and volunteers and for prescribed positions a National Working with Children and Vulnerable People Check.

### 2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented. It is the shared responsibility of the Centre's Board and Community Development Officer to ensure that the procedures are implemented.

### 3. Principles

This policy aims to ensure the policies and procedures of the Centre are in accordance with the provision of a safe environment for children and vulnerable people and that the Centre complies with the relevant legislation.

### 4. Definitions

#### Prescribed Position

Under the Children's Protection Act 1993, a prescribed position is a position that involves one or more prescribed functions. The Centre is legally obliged to assess the job descriptions and duty statements for all paid and unpaid positions in their organisation and identify those positions that involve one or more prescribed functions.

### 5. Policy

We conduct criminal history assessments and National Working with Children Checks for people working with children, as set out in Section 8B of the *Children's Protection Act 1993*. We ensure that criminal history information is dealt with in accordance with the standards developed by the South Australian Government. National Working with Children and Vulnerable People Check and Criminal History Checks will not be kept on file as this is illegal.

National Working with Children and Vulnerable People Checks and Criminal history assessments help us to decide who is suitable to work with children and to manage the risks around engaging people to work in positions of trust with children. However, they cannot be solely relied on to protect children from people who may harm them, therefore this policy should be read in conjunction with our Protecting Children and Vulnerable Persons Policy, Code of Conduct and Risk Management policies.

## 6. Approvals

	<b>Policy</b>	<b>Procedure</b>
Approving Authority	Board of Management	Board of Management
Approval Date	21 <sup>st</sup> September 2017	21 <sup>st</sup> September 2017
Next Review Due	September 2018	September 2018