

SLSA Member Safety and Well Being Policy: SLSSA Appendix

This SLSSA position statement is an Appendix to, and to be read in conjunction with, the

- SLSA Policy Statement 6.5 Feb 2008, Members Safety and Well Being
 - Annexure 1: SLSA's Child Protection Requirements
 - Annexure 2: Role Specific Codes of Conduct

The National Police Certificate Process and Conducting Criminal History Assessments

What is the difference between a Criminal History Assessment and a National Police Certificate?

A National Police Certificate (NPC) also referred to as a National Police Check or National Criminal History Record Check provides a national summary of an individuals' offender history. It includes information about whether a person

- Has any recorded convictions
- Has been convicted of an offence
- Has been charged with, and found guilty of, an offence but discharged without conviction, or
- Is the subject of any criminal charge still pending before the court.

This is different from a Criminal History Assessment (CHA) which requires SLSSA to use the information in the NPC to conduct an assessment of a person's criminal history and, along with any other relevant information or reference checks, make a decision about whether to engage or retain a person to work with children in either a paid or voluntary role. In making the assessment SLSSA considers the level of risk posed by the person and the position.

Note: Although SLSSA has been completing CHA's for some time now it is now required by law to conduct CHA's as a result of recent changes to the Children's Protection Act 1993 from the 1st of January 2011.

What is the SLSSA Criminal History Assessment Process?

SLSSA currently has this CHA process in place which is basically as follows:

- A member registers their interest to work within a youth associated role within the Club or for SLSSA.
- This member is asked to complete the NPC process (see below) if this has not been completed previously or is out of date (greater than 3 years).
- Following this the Club President is presented with the persons original NPC who then assesses their NPC and this (including the date of issue for currency) is logged with SLSSA on Surf Guard.
- If there is anything arising from the NPC, a Club President will refer these matters to the SLSSA General Manager before finalising their assessment regarding their suitability to work within a youth associated role.
- Based on the results of the NPC, and the Club's and/or SLSSA's endorsement that this person is suitable to work within a youth associated role, then this member may fulfil this role.

What is the National Police Certificate process for SLSSA?

SLSSA currently has the following NPC process in place which is basically as follows:

- The member applicant completes page 1 of the National Police Clearance Form PD267 on-line which is accessible via the SAPOL or SLSSA websites.
- This two page NPC Form is then printed out and taken to your local Police Station along with your 100 point identification.
- Applicants unable to complete the online form can attend a police station or contact the SAPOL Record Release Unit to request a printed form.
- Applicants will be required to present original 100 Point Identification and provide a photocopy of these documents (i.e. take photocopies of your driver's license or birth certificate, etc) for certification and lodgement along with the completed National Police Clearance Form PD267.
- Once SAPOL has signed off on your form it should be handed to your Club President (or the SLSSA General Manager) to have the VOAN authorisation inserted.
- The President (or General Manager) will then post the form to the Records Release Unit, South Australia Police, GPO Box 1539 ADELAIDE SA 5001
- Certificates will only be released to the applicant and once issued to the member the **original certificate** is then to be presented to Club President (or SLSSA General Manager).
- Club Presidents (who are the Club Registered Signatories) will then compile a list of all **original certificates** that they sight **by member name along with the date of issue**. This list will then be sent to SLSSA on a regular basis where this information is transferred and captured on SurfGuard.
- National Police Certificates are valid with SLSSA for three years from the date of issue.

For the full discussion on the National Police Certificate Process please refer updated SLSSA Bulletin B10006.

Who has SLSSA mandated to apply for a NPC and undergo the SLSSA CHA process?

The SLSSA BOM recently resolved at its 2010 October meeting to make it mandatory for the following SLSSA members to undergo a NPC and therefore have a NPC completed and logged with SLSSA before engaging in their official role for either SLSSA or their Club. **A phase in period will give Clubs and members until the 31st of December 2010 to comply.**

- SLSSA staff
- SLSSA Board of Management
- Club Presidents
- SLSSA appointed Coaches and Team Managers
- Club Coaches who are responsible for any member under the age of 18 years
- Club Team Managers who are responsible for any member under the age of 18 years
- Club Junior and Youth Coordinators
- Training Officers
- Anyone involved in activities that require overnight accommodation with any member under the age of 18 years, even if only for one night (including Touring Teams).
- Club Junior Age Managers who are charged with the ultimate responsibility of an Age Group and/or have regular contact with these children

Note: Some Clubs have more than one Age Manager or Assistants involved with groups and we encourage all involved to undergo the CHA process and have a NPC logged.

This is recommended to apply to these members due to one or more of the following reasons:

- Is in regular contact with members under the age of 18 years
- Holds a highly respected position within SLSSA
- Holds a position which should lead by example

Who does SLSSA also recommend to apply for a NPC and undergo the CHA?

- Club Age Manager Assistants
- Any SLSSA member who has a mentor role in any recognised or official capacity with one or more members under the age of 18 years (ie a Level 2 Official is asked to mentor a 16 year old Level 1 Official which involves an ongoing and regular contact period; Club Captains, Patrol Captains; etc)

Who is exempt?

- All members under the age of 18 years
- Members who do not have regular contact with members under the age of 18 years
- Any member with a current NPC (who can provide the original of their current certificate as proof to SLSSA)

Note: A member volunteering for a service or activity in which their child ordinarily participates can also be exempted under the legislation and DFC guidelines which would include a number of Age Managers and Coaches, etc. It was however recommended to and subsequently resolved by the SLSSA BOM that we do not exempt these members.

The DFC documentation clearly states: *"It is important to note that organisations may still require people to undergo a criminal history assessment as a matter of good organisational practice, even if an assessment is not required by law."*

What is regular contact?

- A person working or volunteering for a short-term event or activity of less than 10 days duration or for no more than one day in any month.

Note: Anyone involved in activities that require overnight accommodation, even if only for one night, must complete the process.

What does it cost?

- Using the Volunteer Organisation Authorisation Number (VOAN) system the cost to our SLSSA volunteer organisation is \$0