

## Police Vetting Policy

It is the Policy of St Chads Communication Centre Trust is to ensure a safe and ethical environment for clients and staff (both paid and voluntary) as well as to ensure St Chads is following contractual requirements and industry best practice with regards to Police Vetting. We will do this by:

- Ensuring all staff (both paid and voluntary) undertake a Police Vetting process in accordance with Police requirements
- Having processes for both prior to, and throughout the employment of paid staff and both prior to, and throughout the service of voluntary staff
- Having a process in place for if a positive result is received on a Police Vetting in any scenario
- Having a process in place for if Police Vetting is refused

This Policy applies to all staff (both paid and voluntary) whether or not they are in direct contact with service users and includes the Board of Trustees (as volunteers).

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson

### Guidelines for Prospective Employees or Volunteers:

#### Procedure of Police Vetting:

- Identity needs to be confirmed by a staff member, who has the delegated authority from the General Manager, by viewing two forms of ID. If there are any questions about identity e.g. the person being new to the area etc, two referees must be contacted to confirm
- Form needs to be completed in full and signed by person being vetted
- Completed forms must be checked and entered by Health and Safety Coordinator
- No employment or volunteer service to be confirmed or begun until completed check is received
- Completed forms to be kept on employee or volunteer file or destroyed if employment or volunteer service not proceeded with

#### Timing of Police Vetting:

- All staff (both paid and voluntary) who will be in contact with clients due to their role will have a Police Check completed prior to beginning employment or voluntary service as a condition of employment

#### Refusal to undertake a Police Check:

- If a prospective employee or volunteer refuses a police check no employment or volunteer service can be offered.

#### Positive Result:

- The General Manager and Chairperson will consider the nature of the result to determine if it is, or could become, a safety or ethical risk to clients, staff or to the organisation (for either person or property). Considerations to include; length of time since the incident, the nature of the incident, the likelihood the incident would re-occur, contributing factors, the confidence families or caregivers would have in the Trust if the result was known, the impact on the reputation of St Chads etc

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- If the Chairperson and General Manager determine that no safety or ethical risk exists, employment or volunteer service could be accepted however a letter acknowledging the result and the action taken would be discussed with the person concerned and a copy placed on their employee or volunteer file
- If the Chairperson and General Manager determine that a safety or ethical risk does exist for a person who is not an employee or volunteer, no employment or volunteer placement would be offered
- Any action must be communicated to the person in writing
- It is highly likely that a positive result that involved violence, sexual assault or dishonesty would result in a safety risk being identified and appropriate action taken

### Guidelines for Existing Employees or Volunteers:

#### Procedure of Police Vetting:

- Identity needs to be confirmed by a staff member, who has the delegated authority from the General Manager, by viewing two forms of ID. If there are any questions about identity e.g. the person being new to the area etc, two referees must be contacted to confirm
- Form needs to be completed in full and signed by person being vetted
- Completed forms must be checked and entered by Health and Safety Coordinator
- Completed forms to be kept on employee or volunteer file

#### Timing of Police Vetting:

- All staff (both paid and voluntary) who have not had a Police Check completed prior to beginning employment or voluntary service, are required to have a Police Check completed as a condition of employment or voluntary service
- All staff (both paid and voluntary) will have an additional check completed every two years
- The General Manager is able to undertake additional checks at any time if they have reason to suspect a staff member (either paid or voluntary) may have engaged in criminal activity of any kind

#### Refusal to undertake a Police Check:

- If an existing staff member (either paid or voluntary) refuses a police check at the request of the General Manager, they are to be removed from client contact immediately as well as other security actions may be taken
- A Board Member is to review the General Managers reasons for request and if they agree a police check is necessary to ensure the safety (both person or property) of clients and staff, a further request will be made to the staff member (either paid or voluntary)
- If there is continued refusal, procedure for a positive result will be enacted

#### Positive Result:

- The General Manager and Chairperson will consider the nature of the result (or suspected result in the case of refusal) to determine if it is, or could become, a safety or ethical risk to clients, staff or the organisation (for either person or property). Considerations to include; length of time since the incident, the nature of the incident, the likelihood the incident would re-occur, contributing factors, the confidence families or caregivers would have in the Trust if the result was known, the impact on the reputation of St Chads etc
- If the Chairperson and General Manager determine that no safety or ethical risk exists, a letter acknowledging the result and the action taken would be discussed with the person concerned and a copy placed on their employee or volunteer file

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- If the Chairperson and General Manager determine that a safety or ethical risk does exist for an employee, it would be deemed as serious misconduct and provisions allowed in the employment contract for serious misconduct would be enacted
- If the Chairperson and General Manager determine that a safety or ethical risk does exist for a person who is a volunteer, it would count as serious misconduct and their volunteer service agreement would be withdrawn immediately
- Any action must be communicated to the person in writing
- It is highly likely that a positive result that involved violence, sexual assault or dishonesty would result in a safety risk being identified and appropriate action taken

### Supporting Documents:

Health and Safety Policy  
Professional Conduct Policy  
Recruitment and Appointment Policy  
Volunteers Policy  
Workplace Discrimination and Harassment Policy  
Individual Employment Contract  
Police Vetting Form

### Document Control Parameters:

The provisions of this Policy supersede and replace all previous Police Vetting Policies and Procedures.

### Policy Review:

This Policy is to be formally reviewed every second year. Next Review will be in April 2021

<b>Date ratified: 15 March 2017</b>	<b>Date reviewed: May 2019</b>	<b>Next review: May 2021</b>
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