

YMCA Geelong – CRIMINAL HISTORY RECORD CHECK POLICY



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 139-O	08/03/2012	11/02/2014	APPROVED

1. CRIMINAL HISTORY RECORD CHECK POLICY

2. INTRODUCTION

YMCA Geelong is committed to keeping our staff, patrons, clients and members of the public safe by undertaking thorough pre-employment screening in the form of national criminal history record checks (NCHRC).

3. POLICY

All new employee and volunteer appointments to YMCA Geelong are required to undergo a Criminal Record Check. A previous Criminal Record Check shall not be relied on for this purpose. A new employee or volunteer will not commence work until the result is known.

Agency Personnel

Designated Senior Managers who will receive NCHRC results and make decisions about suitability of employment must become Agency Personnel.

Re-Checking

It is at the discretion of the YMCA Manager if a new Criminal Record Check is required

Determining Relevant Criminal History

In accordance with the Australian Human Rights Commission Act 1986, if an employee is denied employment or dismissed on the basis of a criminal record, there must be an inherent link between the criminal history and the requirements of the job.

It is the discretion of the relevant Agency Personnel to determine whether a particular crime history is relevant to the position of employment and if the appointment or continued employment would put YMCA Geelong at risk.

YG 139-O Criminal History Record Check Policy(APPROVED)

Created: 08/03/2012 V1

Next Review: 08/03/2015

Exemptions

There may be circumstances that need to be considered when conducting a NCHRC. These are limited to: age of applicant (minor) and length of time an applicant has lived in Australia. In these cases it is at the discretion of the relevant Agency Personnel as to whether a NCHRC is performed.

4. DEFINITIONS

Agency Personnel - Designated Senior Managers including, but not limited to Executive Officers, Regional Development Managers and General Managers who are required to make decisions about suitability of employment.

5. SCOPE

The Criminal History Record Check Policy applies to YMCA Geelong Inc. and applies to YMCA Geelong employees and volunteers.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Corporate Services Manager	Oversee the implementation of the Criminal History Record Check Policy and ensure the policy cycle is implemented.
Payroll Department	Undertake NCHRC on behalf of organisation and provide reporting as per procedural requirements to Managers and Executive Officers.
Managers (Recruiting Manager or Officer)	Comply with the policy and any related procedures. Receive payroll report (as outlined in the procedure) to confirm NCHRC have been completed.
Payroll	Receive NCHRC results and make decisions about suitability of employment.

7. MONITORING, EVALUATION AND REVIEW

Compliance with this policy will be evaluated in two ways:

- Through the Payroll System by checking that all employees have Criminal History Record Check recorded.

A00254471J

- Through volunteer databases by checking that all volunteers have Criminal History Record Check recorded.

This Policy will be monitored by the Group Manager, People and reviewed bi-annually.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Australian Human Rights Commission Act 1986

Approved by:

Meeting number and date:

Resolution number:

Effective date:

Review date:

Policy Owner: CEO

Contact Details policy owner: Ph: 5221 8344 E: geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.

As Adopted by the YMCA Geelong on 11/02/2014



Acting Chief Executive Officer YMCA Geelong Inc