

YMCA Geelong – CRIMINAL HISTORY RECORD CHECK POLICY



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 139-O	23/02/2016 04/04/2019	08/02/2016 28/03/2019	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 on YMCA Geelong criminal record history check system

Agency Personnel

Designated Senior staff will receive NCHRC results and make decisions about suitability of employment from the People and Culture Director.

Re-Checking

Re-checking is required by YMCA Geelong a minimum of every three years however It is at the discretion of the YMCA Manager if a new Criminal Record Check is required between this period of time.

YG 139-O Criminal History Record Check Policy V3 (APPROVED) 04.04.2019

Created: 11/02/2014

Updated: 08/02/2016, 28/03/2019

Approved: 04/04/2019

Next Review: 08/02/2022

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.

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.

International Police Record Checking

Any applicant who has resided overseas will be required to contact the relevant overseas Police Force to obtain a Criminal or Police Record Check and produce this as evidence to the People and Culture Director for assessment prior to commencing employment at YMCA Geelong. Victoria Police and CrimTrac accredited agencies do not conduct international police checks.

4. DEFINITIONS

Agency Personnel - Designated Senior Managers including, but not limited to Chief Executive Officers, People and Culture Director 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	Oversee the implementation of the Criminal History Record

YG 139-O Criminal History Record Check Policy V3 (APPROVED) 04.04.2019

Created: 11/02/2014

Updated: 08/02/2016, 28/03/2019

Approved: 04/04/2019

Next Review: 08/02/2022

Manager	Check Policy and ensure the policy cycle is implemented.
People and Culture Director	Undertake NCHRC on behalf of organisation and provide reporting as per procedural requirements to Managers. Receive NCHRC results and make decisions about suitability of employment.
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.

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

This Policy will be monitored by the Senior Management Team, People and Culture Director reviewed three yearly basis.

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

Australian Human Rights Commission Act 1986

A00254471J

Approved by: CEO

Meeting number and date: 23/02/2016

Resolution number:

Effective date: 23/02/2016 ,04/04/2019

Review date: 08/02/2019, 28/03/2019

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.
V2	08/02/2016	Shona Eland	Updated International Police Record check requirements.

YG 139-O Criminal History Record Check Policy V3 (APPROVED) 04.04.2019

Created: 11/02/2014

Updated: 08/02/2016, 28/03/2019

Approved: 04/04/2019

Next Review: 08/02/2022

A00254471J

V3	28/03/2019	Chris Mawson	<p>Clause 3 added A new employee or volunteer will not commence work until the result is known on YMCA Geelong criminal record history check system</p> <p>Agency Personnel Designated Senior staff will receive NCHRC results and make decisions about suitability of employment from the People and Culture Director.</p> <p>Re-Checking Re-checking is required by YMCA Geelong a minimum of every three years however It is at the discretion of the YMCA Manager if a new Criminal Record Check is required between this period of time.</p> <p>International Police Record Checking added Any applicant who has resided overseas will be required to contact the relevant overseas Police Force to obtain a Criminal or Police Record Check and produce this as evidence to the People and Culture Director for assessment prior to commencing employment at YMCA Geelong Victoria Police and CrimTrac accredited agencies do not conduct international police checks.</p>
----	------------	--------------	---

As adopted by the YMCA Geelong on 04/04/2019



Chief Executive Officer YMCA Geelong Inc

YG 139-O Criminal History Record Check Policy V3 (APPROVED) 04.04.2019

Created: 11/02/2014

Updated: 08/02/2016, 28/03/2019

Approved: 04/04/2019

Next Review: 08/02/2022