



CRIMINAL RECORDS CHECK POLICY

RATIONALE:

To maintain high standards of conduct and professionalism in the workplace and to ensure appropriate probity checks are completed, criminal record checks will be required for all non-teaching staff with a financial or property delegation.

AIMS:

- To safeguard the assets of the College.
- To provide support to staff in roles and responsibilities where finance or property are an integral part of their role.

IMPLEMENTATION:

- Staff employed in the following areas will undergo a Criminal Records Check:
 - Staff with financial responsibility for: receipting monies; preparing budgets.
 - College Council Treasurer
 - Staff who handle monies in the College Canteens.
 - College Grounds and Maintenance person – who has responsibility for tools and property.
 - Information Technology Staff
 - College Contract Cleaning Staff
- The cost for the Criminal Records check will be paid for by the College (for staff who are currently in these positions), or by the employee where their employment is new to the College – as part of the recruitment process. Where an employee is contracted it is the responsibility of the contractor to provide and pay for Criminal Records checks.
- Should the criminal record check return a result, this information is strictly controlled. The Department will determine whether the individual is suitable for employment in the specific role and advise the school of the outcome.
- All employees involved in the handling of criminal records are to ensure that confidentiality of records is maintained at all times, and that records are stored in a secure area. The records may only be used for assessing a person's suitability for employment with the Department.
- The principal/manager is not provided with details of criminal history information, if any. The principal/manager is provided with a copy of the clearance or rejection letter only.

DET RESOURCES:

- Fraud and Corruption Control Framework
<https://edugate.eduweb.vic.gov.au/Services/Policies/Pages/Fraud.aspx>
- Fraud and Corruption Control Policy and Procedures
<https://edugate.eduweb.vic.gov.au/Services/Policies/Documents/Frud%20and%20Corruption%20Control%20Policy%20and%20procedures.pdf>
- Making and handling protected disclosures
<https://edugate.eduweb.vic.gov.au/Services/Policies/Documents/Making%20and%20Handlin%20Protected%20Disclosures%20-%20Guidelines.pdf>
- DET Suitability for Employment Policy
<https://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

EVALUATION:

This policy will be reviewed annually by the Finance Sub-Committee for endorsement by College Council.

RATIFIED BY COLLEGE COUNCIL

_____ Date: ___/___/___
College Council President

Review Date September 2019