

Title	ACIA 009 - Police Record Checks
Purpose	These guidelines have been developed to assist service providers manage their legislative obligations concerning National Police Checks (NPCs). https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks
Background	<p>Current legislation prescribes a National Police Check (NPC) as a pre-requisite for employment in particular kinds of occupations, including those working with the elderly, children, young people and other vulnerable members of the community. An NPC would commonly be seen as a normal part of the pre-employment screening or probity checking processes.</p> <p><i>Please note ACIA will develop a new guideline if/when changes to the system or process are developed</i></p>
Scope	These guidelines apply to all service providers, staff/contractors/volunteers delivering services in the community in Australia or Australians visiting overseas with their Australian support worker/s.
Disclaimer	The guideline is provided to help guide best practice in the community support and service industry. This information does not in any way replace legislative, regulatory or contractual requirements. Users of these documents should seek appropriate expert advice in relation to their particular circumstances. ACIA does not accept any liability on the use of this guideline.
Desired Outcome	<ul style="list-style-type: none"> • To maintain a quality and safe standard of service delivery and reduce risk • To guide probity and integrity of any person having contact with Participants in the community
Definitions and Supporting Information	<p>Community Supports and/or Services is defined as the provision of paid supports and services in a participant's home or community. It includes but is not limited to, the following activities of daily living:</p> <ul style="list-style-type: none"> • clinical supports • community access • gardening and home maintenance • higher risk supports • housework or domestic assistance • nursing services • palliative care • personal care or support

	<ul style="list-style-type: none"> • respite care • social support • transport assistance <p>Support Worker is an individual who assists or supervises a participant to perform tasks of daily living to support and maintain general wellbeing and enable meaningful involvement in social, family and community activities in the person’s home and community. The Support Worker is a paid person who has access to education, support and advice from the Service Provider line manager or team leader. Support Worker has been commonly known as attendant care worker, disability worker, aged care worker, community worker, homecare worker, care worker or paid carer.</p> <p>Service Providers are organisation or a person who are funded for the delivery of supports and services to participants</p> <p>Carer is a person that provides supports to the participant at no cost (generally family or friend).</p> <p>Service Providers are organisation or a person who are funded for the delivery of supports and services to participants</p> <p>Applicant means a staff member/contractor/volunteer who is required to undergo a National Police Check.</p> <p>Staff Member means any person who is employed/hired/retained/contracted by the service provider to provide services in the community.</p> <p>Participant means the client, consumer or person receiving the services or supports.</p> <p>Volunteer means person who is not a paid staff member and has offered his or her services to a service provider. This person provides assistance on the invitation by the service provider and not on the express or implied invitation of the Participant. He or she will have or is likely to have access to Participants and will be 16 years or older or if a full time student 18 years or older.</p>
<p>Guideline/Policy</p>	<p>All service provider staff members/contractors/volunteers must undergo a National Police Check (NPC). To maintain currency and meet legislative requirements, a NPC must be repeated every three years.</p> <p>National Police Check Under the Accountability Principles 1998 made pursuant to the Aged Care Act 1997, NPC’s are required for those who have</p>

	<p>access to vulnerable participants requiring protection. NPC's ensure that criminal convictions that may be relevant to the position can be identified and assessed in terms of any potential ongoing risk.</p> <p>Completing the check NPC's can also be completed through the following channels:</p> <ul style="list-style-type: none"> • Your local police station • Crimtrac - if more than 500 checks are required by your service • Any other pre-employment screening broker <p>NPC Results An assessment of the suitability of the candidate on the basis of the crime committed should be undertaken by a Key Personnel of the service provider. Service providers should develop policies and procedures for assessing suitability to work in relation to convictions and offences.</p> <p>It is important to be aware that in some states and territories there is legislation that makes it unlawful to discriminate because of an irrelevant criminal record. If a person feels they have been discriminated on the basis of a criminal record, they may make a complaint to The Australian Human Rights and Equal Opportunities Commission. A resource entitled On The Record: Guidelines for the Prevention of Discrimination on the Basis of a Criminal Record may assist with your assessment of the suitability of a candidate with a criminal record.</p> <p>Privacy The right to privacy of the applicant undergoing a National Police Check must be maintained at all times by the service provider. The applicant's documentation should be treated as highly confidential. Lodging an applicant's documentation should be completed in a timely and efficient manner.</p>
<p>Resource Documents</p>	<ul style="list-style-type: none"> • Criminal Records Acts • Accountability Principles 2014 (Compilation date: 1 Jan 2019) • Australian Human Rights Commission 2012 On the Record: Guidelines for the Prevention of Discrimination on the Basis of a Criminal Record.