

Safety screening policy

Introduction

Safety screening incorporates referee checks and the police record check. It may also include a Working with Children Check (if relevant to the role).

Safety screening plays an important role in providing a safer service delivery for people who use or come in contact with the Surrey Hills Neighbourhood Centre. The overarching imperative of the policy is to strengthen the protections and safeguards for people through a rigorous approach to managing employment safety screening.

Application

Employment at the Surrey Hills Neighbourhood Centre is subject to satisfactory Police Check, two verbal referee checks and/or Working with Children Check (where relevant). This condition is extended to all volunteers whose role involves responsibilities such as

- working with vulnerable people eg. children, asylum seekers, people with a disability
- financial duties, especially those involving access to bank accounts
- serving on the Board.

The cost of a Police check for volunteers will be covered by the Surrey Hills Neighbourhood Centre via CrimCheck. Employees must provide a National Police Certificate as a condition of employment.

Adverse Police Check

In the event of an adverse Police Check, the Centre Manager will notify the volunteer or employee and confirm their identity. Applicants may complete a National Police Checking Service Disputed Record form.

Where the Police Check raises a query about the suitability of a person for employment, the Centre Manager will refer the matter to the Board and the suitability of the person will be assessed.

The following will be considered:

- a. relevance of the type of conviction to the duties of the position;
- b. the significance of the conviction in relation to the duties of the position;
- c. whether excluding a person from employment is an outcome which is proportional to the type of conviction;
- d. how long since the conviction occurred;

- e. whether a person has been satisfactorily employed since the conviction;
- f. assessments, reports or findings in relation to treatment of a person since a conviction;
- g. whether the conviction represents an isolated incident or a pattern of criminality;
- h. the likelihood of an incident recurring if a person is employed for particular duties;
- i. the impact of a prospective incident if a person is employed for particular duties;
- j. strategies and / or procedures that could be put in place to reduce the likelihood of an incident occurring.

History check renewals

Police checks must be updated every five years. Working with Children Checks must be updated every 3 years.