



# National Criminal History Checks Policy

Version 2  
Approved by Senior Leadership Team  
Current as at 24 July 2014

## 1.0 Policy Statement

The Uniting Church in Australia, Synod of Victoria and Tasmania (the Synod) has responsibility for a broad range of high trust activities and therefore requires a satisfactory National Criminal History Check (NCHC) or Police Record Check (PRC) for all staff members prior to commencement of employment and as requested from time to time. The Uniting Church is committed to creating and maintaining child safe environments.

### 1.1 ETHOS AND VALUES OF UNITING CHURCH IN AUSTRALIA

As an employer, we express the ethos of Christianity to love one another, to live justly and to seek the reconciliation and renewal of all creation by respecting ourselves and all whom we serve and employ. We strive to do so by:

- Being inclusive
- Acting and advocating for a just society
- Working for peace and justice in the World
- Having an openness to the wisdom of people of other faiths and views
- Implementing environmentally sustainable practices

In our workplace we value justice, inclusion, compassion, shared leadership, respect, integrity, wise stewardship and innovation.

Consideration should be given to the ethos and values in seeking guidance and interpretation surrounding this policy.

### 1.2 SCOPE

These provisions apply to all prospective and existing Synod staff members.

### 1.3. PRINCIPLES UNDERPINNING PROCESS

- a) Natural justice / procedural fairness
- b) Safe Place
- c) Understanding of Power
- d) Boundaries
- e) Privacy / confidentiality





#### 1.4 POLICY OWNER

This policy is implemented and maintained by the Director People and Culture, UCA Synod.

#### 1.5 FURTHER ASSISTANCE

Any staff member who requires further assistance in understanding or applying this policy can contact a member of the People and Culture team.

#### 1.6 POLICY REVIEW

This policy will be reviewed every two years or earlier if required.

#### 1.7 RELATED POLICIES AND PROCEDURES

Equal Opportunity Policy

Bullying, Harassment and Sexual Harassment Policy and Procedures

Working with Children Check Policy

Keeping Children Safe Policy

## 2.0 Policy in Practice

### 2.1 POSITION DESCRIPTIONS

All position descriptions and associated documents describing work in a specified position must include the following statement "Employment is subject to a satisfactory National Criminal History Check".

### 2.2 EMPLOYMENT OFFERS

Any offer of employment by the Synod is subject to provision by the employee of a satisfactory NCHC. New employees may provide a criminal history check that has been completed within three months of the commencement date of employment in lieu of completing a Synod criminal history check application.

### 2.2 MINIMUM AGE

There is no minimum age for a National Criminal History Check to be conducted, however parent or guardian consent must be provided for applicants under the age of 18 years.

### 2.3 ADVERSE CRIMINAL HISTORY INFORMATION

In the event of adverse Criminal History Information (CHI), NCHC applicants will be engaged by the Director, People and Culture to obtain important information to confirm applicant identity and inform the applicant of adverse CHI. Applicants may dispute adverse CHI by completing a National Police Checking Service (NCPs) dispute form. The dispute process and form is available upon request from People and Culture team.

Where CHI or a PRC result raises a query about the suitability of a person for employment, the Director, People and Culture will confer with the General Secretary who will make a determination based on relevance and proportionality of the conviction. In assessing such suitability the General Secretary will consider:

- 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.

## 2.4 MAINTENANCE OF RECORDS

All records relating to National Criminal History Checks or Police Record Checks will be maintained in accordance with the Synod's Privacy Policy. Any Criminal History Information resulting from a staff NCHC application will be destroyed within a three month period in accordance with the NCHC provider contract.

## 2.5 HISTORY CHECK RENEWALS

It is a requirement for checks to be renewed every three years. This will be monitored and administered by the People and Culture team.

