

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT - 754 – Mini Police Check
754 - MINI POLICE CHECK POLICY

Responsibility: Principal and Office Manager

This Policy was last ratified by School Council in 2007.

1. PURPOSE:

Following the Department of Education and Training (DE&T) guidelines our school has implemented an internal recording system to cover the need for a “Police Check” for personnel who are interacting with children at our school.

2. GUIDELINES

- 2.1 A booklet has been printed with carbon copies for people to enter their name and address as well as signing a statement regarding their status in regard to a criminal record or charges pending against them.
- 2.2 After the person has entered their name and address and signed the book the Principal or his nominee will counter sign and date the entry.
- 2.3 A copy of the statement is then given to the person and the school has a limited guarantee about that person being able to operate in a school situation interacting with students.
- 2.4 The Mini Police Check booklet will be completed by any people who come to the school to interact with the children. Such as Religious Education Staff, visiting Specialist Staff and others.
- 2.5 It is the responsibility of the Principal/Nominee or Office Staff to ensure that this booklet is completed by any personnel who will interact with children at the school
- 2.6 If for any reason someone is unable or unwilling to sign the Mini Police Check they will not be given permission to work or interact with our children.
- 2.7 The Principal in consultation with School Council may vary this Policy if circumstances require it.