



Catholic Archdiocese of Adelaide

The Catholic Archdiocese of Adelaide takes seriously its duty of care to those who entrust themselves to it and to ensure the health, safety and welfare of all participants in programs and activities. The Archdiocese recognises and encourages the significant role that the Church community plays in the provision of an environment that nurtures the wellbeing of children, young people and their families. In doing this the Archdiocese also requires the Church community to implement practices which are defined as **child safe** and which sustain and maintain the sanctity of trust that children place in adults.

It has been anticipated that individuals will have questions and perhaps concerns relating to the requirement for a Police Check to be undertaken. This information sheet is provided in the form of some of the frequently asked questions and should assist in enabling a full understanding of the relevant details prior to the signing and submission of the consent form which will allow for the police check to be undertaken.

Phone enquiries

(08) 8210 8287

Fax number

(08) 8210 8168

EMAIL

receptionpcu@adelaide.catholic.org.au

1 Why is a Police Check required?

It is now the policy and practice of the Catholic Archdiocese of Adelaide that all persons who have a responsibility through their role within the Archdiocese (whether paid or voluntary) and / or who have the potential to have one on one contact with children, youth and vulnerable people undergo a national police check. The police check is used as part of the assessment process to determine a person's suitability for volunteering or for a position of employment within the Archdiocese of Adelaide and also within associated organisations closely affiliated with the Catholic Archdiocese.

2 Who is involved in the Police Check process?

- The **Police Check Unit** (also known as the "**Nominated Archdiocese Representatives**") is the central coordination point for all police checks for the Catholic Archdiocese of Adelaide as well as other affiliated organisations.
- **CrimTrac** is a federally funded Agency who maintains an index of names that are linked to individual Police Jurisdictions. CrimTrac accredits government and non government agencies to access national criminal history record checking services.
- The "**Nominated Authorising Person**" is the person nominated by the Archdiocese solely to assist in completion and forwarding of the consent forms and verification of individual's identity.

3 How much is it going to cost me?

You will not be required to pay for these police checks to be conducted. The organisation will absorb the costs of these checks.

4 What forms of identity are required?

- At least **ONE** of the following is required:
 - **Passport** (Current or expired within the last 5 years)
 - **Birth Certificate** (or extract)
 - **Citizenship Certificate** (or certified copy)
- **Plus ONE other** of the following which must carry a signature or photograph is required:
 - **Driver's Licence or Permit**
 - **Public Service Employee ID Card**
 - **Tertiary Education ID Card**
 - **Centrelink Card**
 - **Proof Of Age Card**
 - **Citizenship Certificate** (or certified copy)
- **Plus**
 - **Proof of Name Change must also be provided where applicable** (e.g. deed poll, marriage certificate).

5 What part of the form do I fill out and where do I take it?

You are only required to fill out the "applicant details" sections on the form. The completed form is to be submitted to the "Nominated Authorising Person" from the area of the organisation to which you are applying. This person will verify, take copies of your identity documents, attach them to the application and forward the application to Police Check Unit for processing.

6 What happens if I provide false or misleading information?

You are required to certify that the personal information you have provided is correct. If it is subsequently discovered that you have provided false or misleading information, you may be assessed as unsuitable for the position or role in question.

7 How long will it take to process the check?

The standard processing time is generally 3–5 days. However in a small number of cases processing can take up to 6 weeks.

8 How will I know when the check has been processed?

You will receive notification in writing as to the status of the check.

- In the event that you have been granted a "full clearance" - the letter you receive is then able to be presented as proof that you have been cleared to participate in Programs / Activities or Roles across the Archdiocese.
- In the event you have not been granted clearance, you will be advised and invited to discuss the issue with the Manager, Police Check Unit.

9 What if I disagree with the outcome of the check?

Further information can be made available by contacting the Police Check Unit directly on

– (08) 8210 8287

or

– via EMAIL at

receptionpcu@adelaide.catholic.org.au

10 Who will have access to my personal information?

All of the information provided by you is managed and securely stored in accordance with the Privacy and Security Policies for the Catholic Archdiocese of Adelaide. Any information about you will only be accessed by a limited group of authorised persons.

11 What criminal history will be released by CrimTrac to the Catholic Archdiocese of Adelaide ?

Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not have disclosed certain convictions/findings of guilt after a defined period of time. These are commonly referred to as "Spent" or "Rehabilitated" convictions.

South Australia does not have "spent" conviction legislation but South Australia Police (SAPOL) has developed a policy based on the Spent Conviction provisions of the *Crimes Act 1914* (Cth) and the State's Information Privacy Principles.

A conviction will be regarded as being "spent" or "inactive" and will not be released if:

- at the time of the offence being committed, the person was an adult (18 years or over) and 10 years have elapsed since the conviction of the offence (court date), and no further convictions have been incurred; OR
- in the case of a person who was a child (under 18 years) at the time the offence was committed and 5 years have elapsed since the conviction for the offence (court date), and no further convictions have been incurred; OR
- In the case of a conviction that has been quashed or set aside, a pardon was issued in respect to that conviction. The conviction will be disregarded from the date that it is quashed, set aside or a pardon issued.

If an individual re-offends within the above waiting period, all prior findings of guilt are released including juvenile convictions. Convictions recorded in other jurisdictions may be used to reactivate South Australian convictions. Convictions from other jurisdictions will be released in accordance with that State's or Territory's legislation/policies.

A serious conviction can never be regarded as "spent" or "inactive" and will always remain on an offender's criminal history unless quashed or pardoned. A serious offence is one where the sentence imposed was a fine, bond, community service order or imprisonment for a period of not less than 30 months. Serious offences that cannot become "spent" or "inactive" only activate other findings of guilt for the usual waiting period.

"Spent" or "inactive" offences are not released unless required by an Act, Registration Board, requested for court purposes, or the individual has largely unsupervised contact with vulnerable groups. Traffic offences under the Road Traffic Act are not considered for release unless they result in a prison sentence or suspended sentence.

It is important to note that each State or Territory has its own legislation/policies relating to the disclosure of criminal history information. Any information that is linked to an individual will require each Australian Police Service to apply the relevant legislation/policies within that State before the information can be considered for release to the Archdiocese. Under most schemes, disclosure of old convictions is not undertaken except where "exclusion" might apply.

Other States/Territories and Commonwealth should be contacted directly for further information about their release policies and any legislation that affects them.

SAPOL may release all "proven court outcomes" (active convictions, findings of guilt etc) and charges that have not been heard or finalised by a Court (pending matters are released with a warning stressing that they must not be regarded as "proven"). SAPOL will also release "not proven" or "inactive" court outcome if the offences are considered relevant and the check is being undertaken for the purpose of employment/placement with vulnerable groups.

12 What information will be retained by the Catholic Archdiocese of Adelaide ?

Your personal contact details are recorded and stored. All criminal history documentation received from CrimTrac is shredded in accordance with the Security Policy upon completion of the assessment and appeal processes.

13 Is my information able to be used for anything else by the Catholic Archdiocese of Adelaide ?

The information provided on the consent form and any information received by the Catholic Archdiocese of Adelaide during the assessment process cannot be used without your prior consent for any purpose other than in relation to the assessment of your suitability. The only exception to this will be if:

- Statutory obligation or Court Order require otherwise;
- Further consent is obtained from you clearly stating the purpose of the use of the information.

i How can I obtain further information?

Further information can be obtained direct from the Police Check Unit.

Phone enquiries:

(08) 8210 8287

Fax number:

(08) 8210 8168

EMAIL:

receptionpcu@adelaide.catholic.org.au