



## **POLICE CHECK AND WORKING WITH CHILDREN POLICY**

### **PURPOSE**

The purpose of this policy is to establish a rationale for requiring Police Checks and/or Working with Children Checks for staff, volunteers and others engaged in activities with the Bass Valley Community Group Incorporated (BVCG).

### **POLICY OBJECTIVE**

This policy aims to set out a procedure for ensuring that the BVCG Committee of Governance has taken adequate measures to determine whether a person is a risk to others. The Committee seeks to ensure that all staff, volunteers and others at the BVCG are responsible people who are aware of the importance of ensuring the safety of others and respecting the property of the organisation.

It is also an objective of the policy to ensure that checks are not undertaken unnecessarily. Such checks can be an imposition and as well as unnecessary expense for the organisation.

### **PROCEDURES**

#### **Introduction**

BVCG will cover the cost and organise all Police Checks that may be required. Working With Children Checks must be organised by the person who is applying and they will be reimbursed on their successful attainment of that check.

#### **Checks**

All staff members, volunteers and others who hold responsibility for working as a representative of BVCG may require a Police Check and/or a Working with Children Check.

#### **Who Needs a Policy Check at the Bass Valley Community Group Incorporated?**

The operations of BVCG cover a number of separate areas. Each one has its own requirement.

HACC Services including all Bus Driving and Cooking for HACC	Police Checks are required for all staff, volunteers or others involved in the delivery of the BVCG's Planned Activity Group (The Bass Valley Friendship Club). This includes the HACCPYD, CHSP and NDIS components.
Hadden House Opportunity Shop	Volunteers at the Hadden House Opportunity Shop may not be required to undergo Police or Working With Children Checks.
Other Activities at the Bass Valley Community Group Incorporated	Others engaged in activity with BVCG may be required to have Police and/or Working with Children Checks. This will be determined by the Committee of Governance or delegated to the Centre Manager.
Others Engaged at the Bass Valley Community Group Incorporated	Personnel engaged in activities with BVCG who are neither staff nor volunteers (eg those acquitting responsibility with Centre Link or Corrections) and do not require checks as listed above, will not be required to have checks. NB It is important to note that they will not be able to engage in any way with the HACCPYP, CHSP or NDIS services without required checks. (This does not apply to students on work experience).



# BASS VALLEY COMMUNITY GROUP INCORPORATED

**Authorised by: Bass Valley Community Group Incorporated**

**President:** \_\_\_\_\_

**Date: May 2018**

Date of Policy Jul 2016  
Date of Review Apr 2018  
Date of Next Review June 2020