

North West Residential Support Services Inc.
Policies & Procedures
NATIONAL POLICE CHECK

Number: <1>
Effective From: <September> <2015>
Replaces: <#>
Review: NWRSS Board
Contact: Neal Rodwell, General Manager
Review Date: <January> <2017>

Support workers and volunteers, who have direct contact with clients are required to provide a National Police Certificate not less than three years old. This is to ensure that we do not expose the people we support to exploitation or harm.

People applying for employment need to provide a copy of a National Police Certificate that is less than three years old.

If you have to apply for a certificate you must complete and return the statutory declaration in your employment application package to cover you until you receive your certificate.

Employees are required to provide an updated copy of their certificate every three years on the anniversary of their employment. If a certificate becomes outdated (more than three years old) the employee will be unable to work until a new one is provided.

Employees are responsible for informing the General Manager of any additions to their certificate that occur within the three-year period and can be asked at any time for an updated certificate.

Convictions or suspended sentences that will likely preclude someone from working directly with clients include:

- Murder or sexual assault
- Other forms of assault

Certificates are considered private and confidential information, and are securely stored. They are destroyed when the employee leaves the organisation.

Certificates may be passed to other services if NWRSS is contracted to provide brokered labour to other services. NWRSS will only pass on certificates under these circumstances if it has sighted, and is satisfied that the other service's policy on certificates compares favourably to its own.

If someone feels that their certificate has been incorrectly or unfairly interpreted they can appeal through NWRSS' Compliments/Complaints Procedure.

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