



LCAWA District Inc. Professional Standards

VOLUNTEER POLICE CHECK GUIDELINES

BASIC INFORMATION

Any volunteer (over the age of 18 years) who is involved in ministry to other adults (also over the age of 18 years) in your congregation (eg Lay Assistants, Elders), or is in a position of responsibility (eg Church Council members), or is responsible for financial matters (eg Treasurer, Money Counters/Bankers) should have a current National Police Check.

The LCAWA District is registered with the Department for Communities and is able to provide a Volunteer Police Check for any volunteers in your congregation at a reduced cost of \$11.00 per person.

Submitted Consent Forms will be batched and forwarded to the Police Department for checking. An invoice will be forwarded to your congregation/parish/committee when the Police Department bills the District.

WHAT DOES THIS CHECK PROVIDE?

This program provides basic information to the organisation about whether a person has a criminal record or pending charge of any sort but does not provide a detailed, physical certificate. Most people who have no criminal record can be checked at this basic level.

WHAT IF A VOLUNTEER IS IDENTIFIED AS HAVING A CRIMINAL RECORD?

If the process identifies that a volunteer has a criminal record, the organisation should ask the volunteer to obtain a full National Police Certificate, which will list all disclosable court outcomes and pending charges (application forms are available from participating Australian Post Offices – please see “*National Police Certificate Guidelines*”).

The volunteer then has two choices; to apply for a full National Police Certificate as requested, or to withdraw from the ministry area that they were involved in.

WORKING WITH CHILDREN LEGISLATION

Many volunteers working with children are required by law to have a Working with Children check (WWC) through the Working with Children Screening Unit.

The criminal history checked in a Working with Children Check is only relevant to the individual's interaction with children, sexual offences and violent offences. It is not a full check of all convictions.

Some volunteers working with children also perform other duties such as driving buses, working with the aged/disabled or managing money, where it is considered important for a police check to be undertaken. **These volunteers need to have a Volunteer Police Check in addition to a Working with Children Check.** The Volunteer Police Check will be at no extra cost (if the applicant holds a valid Working With Children Check).

PROCESS FOR COMPLETING THE CONSENT FORM

Please follow the directions on Page 2 of the “*Volunteer Police Check*” Consent Form.

