

## **SCHEDULE A: NATIONAL POLICE RECORD CHECK GUIDE**

The Human Resources Division (HRD) recommends that a National Police Record Check is performed for selected staff where it is deemed that the position has an inherent requirement to undertake such checks and as per the Recruitment of Staff Procedure.

### **Purpose**

The purpose of a National Police Record Check is to ensure appointees to positions deemed to be at risk, or of high responsibility, do not have a police record that may affect their ability to perform the requirements of the position and/or adversely affect Deakin University's reputation if it is subsequently disclosed.

### **Determining Whether a Check is required**

The Executive Director, Human Resources (HR), in conjunction with the relevant Head of the Organisational Area, will determine whether a National Police Record Check is required for a position. Executive, senior academic, and senior manager positions require a National Police Record Check to be completed as well as other positions deemed to be at risk that do not already have a National Police Record Check undertaken by a government department such as the Department of Education and Training or the Department of Health and Human Services.

### **When the Results of a Check are Not Satisfactory**

Any offer of employment that is contingent upon the completion of a satisfactory National Police Record Check may be revoked if the check is not satisfactory. This will be determined by the Executive Director, HR and the candidate will be informed in writing by the Executive Director, HR. If the candidate has commenced employment, employment may be terminated.

### **Confidentiality**

The National Police Certificate is sighted by HR and the details of the certificate are recorded for the personnel file on a Record of Details of a National Police Record Check form as evidence that the pre-employment check has been satisfied. However, the results of a National Police Record Check are confidential and the certificate remains the property of the employee.

### **Process**

If it is determined that a National Police Records Check is required for an incumbent to a position, that requirement is added to the Position Description prior to advertising to fill the position.

After the selection interview HR will ask the preferred candidate to complete a National Police Records Check form that can be obtained via the Victoria Police website and return it to HR. In some instances the form may be included with the letter of offer of employment or the request may be made separately.

HR will raise a cheque via a Payment Voucher that can be obtained from the Financial Services Division, to pay Victoria Police to perform the check. HR will submit the completed form together with the cheque to Victoria Police. Victoria Police will send the National Police Certificate to the candidate.

HR will contact the candidate approximately three weeks after the application is made to Victoria Police to arrange to sight the National Police Certificate and complete a Record of Details of a National Police Record Check form for the individual's employment file. The original Certificate is retained by the candidate.