



## **SOUTH AUSTRALIAN LITTLE ATHLETICS ASSOCIATION INC.**

### **Creating Child Safe Environments National Police Clearances.**

The Board of Directors in line with the directive of Association and it's obligations under the Children's Protection Act 1993 is firmly committed to providing an environment that is safe for all activities of Little Athletes as:

1. Everyone has a right to protection from harm,
2. The welfare and best interests of every athlete is vitally important.

#### ***Why do we require a National Police Clearance?***

The Children's Protection Act 1993 requires that all organisations providing sport or recreation services to children put in place a child safe environment. Screening of staff and volunteers is one step in that process aimed at ensuring that those who may 'pose a risk' are not employed by or engaged in a voluntary position within the South Australian Little Athletics Association.

The Board has adopted the position that for certain 'high risk' positions the screening process should include requesting a national police check. Therefore as of the 2007-2008 Season National Police Checks are required by the South Australian Little Athletics Association from Affiliated Centres and Clubs, prior to the appointment of all volunteers working in what are is considered a high risk position. At the 2007 State Conference the conference agreed that the high risk positions are ones which involves:

- ***Working with vulnerable persons*** – Any person who spends time away from home with athletes overnight.
- President, Secretary,
- Treasurer
- Centre Responsible Person – the person who signs and records who, and when Centre Personnel need to renew their National Police Clearance
- Coaches (Including Centre Coaches and Association Coaches).
- First Aid Officers.
- ***Any person dealing with money*** – responsibility for handling cash, cheque or other transactions involving finances.
- Canteen Officers
- ***Any person having access to Personal Details***
- Registrars
- Recorders
- ***A position of trust*** – such as Coaches, Key Officials, State Team Management, Centre & Club Management Committees.

***How does SALAA decide who is screened?***

SALAA has at this stage determined that screening is based solely on the amount of risk associated with a position and these recommendations were based on the premise that anyone who works unsupervised, who supervises people who work with young athletes or has access to personal details of young Athletes will require a National Police Check.

The requirement that members consent to a National Police Check does not mean that SALAA does not trust them, or has concerns about them. It means that the volunteer position is considered to have a heightened risk associated with it and SALAA is managing that risk appropriately.

***How long a National Police Check is considered valid?***

SALAA considers a National Police Check is valid for three years. After this period the volunteer is required to undergo a new National Police Check, following exactly the same procedure as in the first instance.

***Who can sight the necessary identification?***

- National Police Clearance Forms can be downloaded from the web-site [SA Police Clearance Form](#) or if you do not have the facility can be obtained at your local Police Station. The Form can be completed and then printed, taken to your local police station for verification of your personal details.

Once you have had the details on your application form verified at the police station forward the completed form to the Association Office either personally or via your Centre Responsible Person to have the VOAN number placed on your application.

It is then the responsibility of the Board of Directors to sign and provide the VOAN Number for the Association. The Board of Directors will forward the completed documentation to the Record Release Unit.

- SAPOL will forward your National Police Clearance to you at the address on your application.
- Once you have received your National Police Clearance please advise your Centre Responsible Person as they must sight the clearance.
- The National Police Clearance is your personal property and you are not required to provide a copy of the certificate only allow your Responsible Person to sight the clearance.

***Will Centres be directly informed by Board of Directors as to the result of the National Police Check?*** No. All personal details obtained through the National Police Check will be kept strictly confidential in accordance with Privacy Policy Guidelines. Under no circumstances will the Board of Directors discuss the outcome of volunteers National Police Clearance with a Centre. The Board of Directors will liaise directly with the volunteer concerned if there is problem.

***What if a volunteer refuses to undergo a National Police Check?***

If a volunteer refuses to undergo a National Police Check the affiliated Centre Representative will need to refer the volunteer to the SALAA Board of Directors to discuss this issue. Based on the discussion, the volunteer will then be sent a letter signed by the Managing Director, indicating whether or not they are able to accept/continue to be accepted as a volunteer of SALAA and in what capacity until a Police Clearance has been received. It is the responsibility of the affiliated Centre representative to ensure that the action specified is followed through.

If a volunteer is denied placement with SALAA due to the content of their National Police Certificate, they will be provided with an opportunity to discuss this and be advised of the reasons for the decision. A volunteer will not be discriminated against on the basis of a criminal history if it has no bearing on the tasks required to be performed in an Association Volunteer position.

***Future:***

The above proposed procedure will be confirmed/amended if further information is received and strategies developed to comply with any changes required.

‘Application for a National Police Certificate’ can be downloaded by clicking on [SA Police Clearance Form](#)

