

POLICE CHECK POLICY & PROCEDURE

Date	21/10/2019
Policy Number	BCOC:2-10
Status	Version 1
Revised and Approved by Board on	21/10/2019
Scheduled review date	October 2021

Purpose

The Berwick Church of Christ has a responsibility to ensure that Staff Members, Elders, Key Ministry Leaders, Leaders and Volunteers engaged or intended to be engaged by the Berwick Church of Christ are suitable for the intended positions. The National Police Record Check is an important part of the Berwick Church of Christ's screening process to highlight any areas that could affect placement in any area of ministry.

Scope

This policy applies to all Staff Members, Elders and Key Ministry Leaders.

Definitions

“**Board**” means the governing body of Berwick Church of Christ comprised of the Elders.

“**Elder**” means a member of the governing body of the Berwick Church of Christ, as appointed under rule 11.3 of the Constitution.

“**Key Ministry Leader**” means a volunteer who has been appointed to a high level of leadership and responsibility and is accountable directly to a Pastor. This position will include a Position Description that defines the Term of the role and is designated as a ‘Key Ministry Leader’ by the Ministry Forum.

“**Leader**” means all those who are involved in serving in some level of leadership. This includes not only the Ministers, Pastors, Elders and Ministry Leaders but also those appointed to some level of leadership role, and includes those under the age of 18.

“**Staff Member**” means all those who are employed by the Berwick Church of Christ.

“**Volunteer**” means all those who are involved in serving in any role other than in a leadership role, and includes those under the age of 18.

Policy

Police checks are undertaken to ensure that Staff Members, Elders and Key Ministry Leaders have no disclosable court outcomes that should preclude them from serving with the Berwick Church of Christ.

Where a police check is returned with a disclosable court outcome, the nature and relevance of the court outcome will be considered in relation to the intended position. A meeting will be set up between the Senior Pastor and the individual to discuss the disclosable outcome and the potential consequences regarding the intended position, other than in the case of an Elder where the meeting will be held with the Chair of Elders.

The Safety Contact Person will keep all Police Checks supplied to Berwick Church of Christ in a secure file.

If during their employment or placement, a Staff Member, Elder or Key Ministry Leader has a pending disclosable court outcome, they must notify the Senior Pastor, in writing, within seven (7) days.

Procedure

Commencing from the implementation of this policy, all new Staff Members, Elders and Key Ministry Leaders are required to either provide a National Police Check (not more than 6 months old), or to apply for and supply a National Police Certificate upon commencing in their role.

All existing Staff Members, Elders and Key Ministry Leaders are required to apply for and supply a National Police Certificate whenever their Contract or Term is due for renewal.

All existing Key Ministry Leaders who do not have a Position Description must be provided with one within six months of this Policy being approved by the Board, and apply for and supply a National Police Certificate.

Application forms associated with the National Police Certificate application can be found at:
<https://www.police.vic.gov.au/national-police-records-checks#apply-for-a-national-police-check>

Berwick Church of Christ will maintain complete confidentiality and protect everyone's identity at all times and ensure the information about anyone's criminal record is always used for the purposes for which it is intended.

Payment of Police Checks

The Berwick Church of Christ will provide all Staff Members, Elders and Key Ministry Leaders with the Community Volunteer Fee No. to obtain a discount and will refund the cost of the National Police Check upon receiving the receipt.

Safety Contact Person

Name:	Karen Fletcher
Phone number:	03 9702 1011
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Thursdays)

Applicable Legislation, References and Other Policies

Item	Description
National Child Safety Standards	https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations
BCOC Policies	All Church policies can be obtained from the website link, www.berwickchurch.org.au/policies