

VOLUNTEERS INTERNATIONAL POLICE CHECK POLICY– MENTORING

PURPOSE

This policy will provide guidelines to:

- ensure that all volunteer mentors have met the requirements of Sparkways Child Safety policies and procedures
 - ensure that when required, the International Police Check will form part of the volunteer mentor's screening process (*refer Volunteer Mentor Screening policy*)
 - advise when an International Police Check is required to be obtained.
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POLICY STATEMENT

GUIDING PRINCIPLES

Sparkways is committed to:

- the provision of quality services to vulnerable young people and children in a safe environment. Safety checks are an important part of our volunteer screening and assessment procedure.
- undertaking a criminal history check, for all volunteer mentors, as part of the screening process
- ensuring that all volunteer mentors satisfactorily complete the screening process and obtain an International Police Check when required.
- complying with current legislation including the Privacy Act 1988(Cth) and Information Privacy Act 2000(Vic) and will protect your personal information in accordance with the Australian Privacy Principles (Commonwealth) ("APPs") and Information Privacy Principles (Victoria) ("IPPs")

SCOPE

This policy applies to Sparkways Mentoring Staff and all Volunteer Mentors.




REQUIREMENTS

An International Police Check is required when:

A volunteer mentor has lived overseas for a period of 12 months or more, in the past 10 years. An International Police Record Check, may be required for each country they have lived in during this period

An International Police Check is *NOT* required when:

- the volunteer mentor has *NOT* lived overseas for a period of 12 months or more, in the past 10 years.
- Police Record Checks are not available or not possible, from the country of previous residence (for example, the person lived in multiple countries over a 12-month period or more). At least one additional referee check from an employer who knew the applicant, while in that country must be conducted, in place of the International Police Check
- the applicant was born overseas and has obtained Australian citizenship, or an Australian Visa (and has not since lived overseas for a period of 12 months or more in the past 10 years). Evidence of this must be provided, and can be considered as having passed an International Police Check.

 RESPONSIBILITIES	Sparkways Mentoring Staff	Volunteer Mentors
ensuring that all volunteer mentors satisfactorily complete the screening process, including an International Police Check when required	X	X
ensuring the procedures in relation to the International Police Checks are undertaken accordingly	X	
requesting an International Police Check, once it is determined the application has satisfactorily passed all other screening elements.	X	
documenting and storing evidence of each International Police Check or International Referee for the lifetime of the volunteer mentor's file	X	
ensuring that all policies of Sparkways Mentoring, including the <i>Privacy and Confidentiality Policy</i> , are adhered to at all times	X	
covering the cost an International Police Check when one is required	X	
providing the relevant information as necessary for an International Police Check where such is required.		X



BACKGROUND AND LEGISLATION

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

Privacy Act 1988(Cth)

Information Privacy Act 2000(Vic)

Victorian Child Safe Standards

Victorian Human Services Standards

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



SOURCES AND RELATED POLICIES

SOURCES

Department of Home Affairs – Immigration & Citizenship

Character requirements for visas

<https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/character#:~:text=a%20military%20base.-,Police%20certificates,in%20the%20past%2010%20years.>

RELATED POLICIES

- Young Person Safety Policy
 - Screening Policy
 - Mentoring – Privacy and Confidentiality Policy
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EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Sparkways will:

- seek feedback from people affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required



AUTHORISATION

This policy was endorsed by Sparkways on 07/03/2024

REVIEW DUE: March 2025
