

Kids+

the
KIDS PLUS FOUNDATION

Child Protection Policy



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Child & Youth Protection Policy

1 Process for Development & Completion of this Policy

- 1) April 2004 Research and development of working draft
- 2) April 2004 Consultation and feedback from therapists, Directors and families in Kids Plus Foundation
- 3) May 6 2004 Presented at Directors meeting – agreed to use working draft, adopt work practices immediately including police checks for existing therapy staff.
- 4) August 2004 Attendance at ACCYO by Kids Plus Foundation Executive Officer
- 5) August 2004 Update of Draft Policy
- 6) August 2004 Workshop with all stakeholders, facilitated by KPF Executive Officer
- 7) July 2005 Final draft of Policy
- 8) August 2005 Signatories to Policy from management, staff and therapists of Kids Plus Foundation
- 9) August 4th 2005 Presented to Board of Directors of Kids Plus Foundation
- 10) Yearly review of Policy or more often as needed
- 11) Last Review Feb 2009

2 Supporting Documents

This Policy document is supported by the following documents:

- [Complaints Resolution Policy](#)
- [Responding to Child Abuse, Victorian Government Publishing Service 2002](#)
- [Police Check Consent Form](#)
- [Working with Children Check Form](#)

3 Policy for Safe Guarding Children & Young People

3.1 Statement of Intention

The Intention of this Child Protection Policy is to ensure that Kids Plus Foundation meets its legal and moral duty to ensure the safety and security of children from risk of abuse whilst participating in the Kids Plus Foundation Therapy Programs.

This Policy has been developed with the assistance of material from the Australian Council for Child & Youth Organisations Inc., Department of Human Services and Child Wise.

3.2 This policy provides guidelines on:

- Safeguarding children and young people whilst participating in Kids Plus Foundation Therapy Programs
- Recruitment & screening of therapists who will work with the children in the Kids Plus Foundation Therapy Programs
- Risk assessment of Kids Plus Foundation's activities
- Codes of Conduct for therapist and parents
- Reporting & complaints procedures
- Annual review procedure
- Staff updates and signatories

3.3 Operational Overview

Kids Plus Foundation provides intensive paediatric therapy to children (0-18 years old) with neuro-developmental disabilities including cerebral palsy, brain injury and stroke. The therapy is NDT/Bobath Therapy, an internationally recognised and postgraduate qualified discipline. The therapists are professionally recognised paediatric therapy practitioners.

By its clinical nature, the therapy is very “hands on” working with muscles related to the typical postural control & movement necessary for the achievement of daily skills including communication, mobility, self-care, play & hand skills.

The therapy is delivered in two forms;

- Either as a weekly individual therapy session conducted in a group setting (three therapists and three children with their parents/carers)
- Or, an intensive Three Day Program with 1 or 2 children, with their families and three therapists.
- Therapy is delivered one:one with parent or carer(s) in attendance.

The weekly therapy can be conducted at the therapists practice rooms or other rooms, in school, at home or at another location at the request of the parents.

The Intensive Three Day Program is conducted at a residential Farmstay or B&B accommodation, or wherever is suitable to meet the needs of the child for the duration of the Program ie shopping, swimming, toileting, walking.

An intrinsic part of the Therapy Programs is the involvement of the parent/carer for continuance of the therapy in the home or school setting. Throughout a therapy session, a parent or carer is in attendance with their child and the therapist (s). Parents/Carers are responsible for supervising their own child at all times.

The only members of Kids Plus Foundation who have any direct or indirect contact with the children are the therapists. The Directors, management, volunteers, and supporters have no direct or indirect contact with a child attending the Kids Plus Therapy Program.

3.4 Risk Assessment

Interaction with Child	Child Abuse Risk Rating ie unsupervised time with adult who is not that child's parent or carer	Comments or Action
Action: Registering child for therapy program Who? Parents/ carer & Parent Support Officer	None	<input checked="" type="checkbox"/> All documentation/administration is managed by parent/carer
Action: Allocation of therapy place Who? KPF Assessment Committee & KPF Therapists	None	<input checked="" type="checkbox"/> Assessment is conducted by documentation only, and privacy is ensured through use of a Registration No., not through personal identification details.
Action: Initial Therapy Assessment	None	<input checked="" type="checkbox"/> Child supervised at all times by parents/carer.

Who? Child, Parents/Carers & two KPF therapists		<input checked="" type="checkbox"/> Therapists present <input checked="" type="checkbox"/> Other adults present
Action: Therapy session in main practice room Who? Child, other families & KPF therapists	None	<input checked="" type="checkbox"/> Child supervised at all times by parents or carer. <input checked="" type="checkbox"/> Three therapists present <input checked="" type="checkbox"/> Other adults present
Action: Therapy session conducted in alternative location ie school, home, shopping centre. Who? Child, parent/carer & KPF Therapist	None	<input checked="" type="checkbox"/> Child supervised at all times by parents/carer.
Action: Part of Therapy session conducted in bathroom for specific therapy including stepping in and out of bath, accessing toilet, dressing, toileting. Who? Child, parent/carer & KPF Therapist	None	<input checked="" type="checkbox"/> Child supervised at all times by parents/carer.

3.5 The potential risk of child abuse within Kids Plus Foundation is extremely low due to these strategic operational factors:

- While attending therapy sessions, children are supervised by their parents/carers at all times
- The only members of Kids Plus Foundation to have any contact, direct or indirect with the children are the therapists

4 Definition of Abuse

(Source: Responding to Child Abuse, Victorian Government Publishing Service 2002)

4.1 Physical Harm

Physical harm refers to a situation in which a child suffers or is likely to suffer significant harm from an injury inflicted by any person. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment, or physically aggressive treatment of a child. Physical injury and significant harm to a child may also result from neglect by a person. The failure of a person to adequately ensure the safety of a child may expose the child to extremely dangerous or life-threatening situations that result in physical injury and significant harm to the child.

4.2 Sexual Harm

Sexual harm refers to a situation in which a person uses power or authority over a child to involve the child in sexual activity, and the child's parent or caregiver has not protected the child. Physical force is sometimes involved. Child sexual abuse involves a wide range of sexual activity. It includes fondling of the child's genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object, or exposure of the child to pornography.

4.3 Emotional Harm

Emotional harm refers to a situation in which a person repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put-downs or continual coldness from the person, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.

4.4 Neglect

Neglect refers to a situation in which a child's parent or caregiver fails to provide the child with the basic necessities of life, such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed.

4.5 Indicators of Harm

Behavioural or physical signs that assist in the recognition of a child being at significant risk are known as indicators. A professional working with children may observe a whole range of indicators, or a single indicator that leads them to believe that harm is occurring. One single indicator can be as significant as the presence of a number of indicators.

Note: the presence of an indicator listed below does not always indicate that a child is being abused; and the absence of the signs listed below does not indicate that the child is not being abused.

4.6 Physical Harm

Physical indicators include:

- Bruises, burns, sprains, dislocations, bites, cuts, welts.
- Fractured bones, especially in an infant where a fracture is unlikely to occur accidentally.
- Poisoning.
- Internal injuries.
- Shaking injuries.
- Strangulation.

Possible behavioural indicators include where the child or young person:

- Expresses little or no emotion when hurt.
- Offers unlikely explanations for injuries.
- Wears long-sleeved clothes on hot days (possibly to hide bruising or other injuries).
- Demonstrates a fear of parents, or a fear of going home.
- Is fearful when other children cry or shout.
- Is excessively friendly to strangers.
- Is passive and compliant.
- Is nervous, hyperactive, aggressive, disruptive.
- Tells someone that physical harm has occurred.

4.7 Sexual Harm

Sexual harm is not usually identified through physical indicators unless the professional works in a medical setting. Often the first sign is when a child tells a trusted person that they have been sexually abused. However, the presence of sexually transmitted diseases, pregnancy, vaginal or anal bleeding or discharge may indicate sexual abuse. Some of the indicators listed below are only identifiable through medical examinations.

Physical indicators include:

- Injury to the genital or rectal area, such as bruising or bleeding.
- Vaginal or anal bleeding or discharge.

- Discomfort in urinating or defecating.
- Inflammation and infection of genital area.
- Sexually transmitted diseases.
- Frequent urinary tract infections.
- Pregnancy, especially in very young adolescents.
- Bruising and other injuries to breasts, buttocks and thighs.
- Anxiety related illnesses, such as anorexia or bulimia.

Possible behavioural indicators include where the child or young person:

- Exhibits persistent and age-inappropriate sexual activity.
- Exhibits regressive behaviour, such as bedwetting and speech loss.
- Exhibits delinquent and aggressive behaviour.
- Participates in self-injurious behaviour, such as drug or alcohol abuse, prostitution, self-mutilation.
- Exhibits behaviour such as frequent rocking, sucking and biting.
- Exhibits signs of depression.
- Complains of headaches or stomach pains.
- Experiences difficulties in sleeping.
- Produces drawings or descriptions in stories that are sexually explicit and age-inappropriate.
- Experiences problems with school work.
- Runs away from home.
- Has difficulty relating to adults and peers.
- Tells someone that abuse has occurred.

4.8 Emotional Harm

There are few physical indicators of emotional harm, but it may cause delays in physical, emotional or mental development. Some of these include:

- Speech disorders.
- Delays in physical development.
- Failure to thrive.

Possible behavioural indicators include where the child or young person:

- Has low self-esteem.
- Exhibits unexplained mood swings.
- Exhibits age-inappropriate behaviours, for instance, overly adult (parenting other children) or overly infantile (thumb sucking, rocking, wetting or soiling).
- Is withdrawn, passive, tearful.
- Exhibits aggressive or demanding behaviour.
- Is highly anxious.
- Has difficulty relating to adults and peers.

4.9 Neglect

Physical indicators include:

- Frequent hunger.
- Malnutrition.
- Poor hygiene.
- Inappropriate clothing, for example, summer clothes in winter.
- Unsupervised for long periods.
- Medical needs not attended to.

- Abandonment by parents or guardians.
- Failure to thrive.

Possible behavioural indicators include where the child or young person:

- Steals food.
- Stays at school outside school hours.
- Is often tired, falls asleep in class.
- Abuses alcohol or drugs.
- Displays aggressive behaviour.
- Is not relating well to peers.
- Is indiscriminate with affection.

5 Reporting Child Abuse

Currently, the law does not include therapists as mandated professionals to report suspected cases of child abuse. However, they do have a moral obligation and a duty of care to a child to do so.

“Section 64 (1) of the Children and Young Persons Act 1989 allows that any person who believes, on reasonable grounds, that a child is in need of protection may notify a protective intervener of that belief and of the reasonable grounds for it. This means that any person is voluntarily able to make a notification to the Child Protection Service when they believe a child is in need of protection and the child’s parents are unable or unwilling to protect the child. Under this part of the Act, notifications are made out of moral reasons, rather than because the law has compelled someone to do so.”

Source “Responding to Child Abuse, Victorian Government Publishing Service 2002”

Please refer to attached document “**Responding to Child Abuse, Victorian Government Publishing Service 2002**”, for full details on managing suspected child abuse and non-mandatory reporting procedures.

6 Code Of Conduct

These guidelines have been developed to clarify acceptable behaviour in order to minimise the risk of child abuse occurring within the Kids Plus Foundation’s Therapy Programs.

6.1 Code of Conduct for the Therapists:

1. To ensure that parents/ carers of their clients provide supervision of their child at all times.
2. If parents leave temporarily for any reason, the therapist should cease therapy and stand away (as possible) from the child and wait for the return of the parents. The parent, on return, should be reminded that they are responsible for supervising their child at all times.
3. To be sensitive to the wishes and privacy of the child at all times.
4. To check with the child (if possible) and with the parents/carers when beginning or changing to a new position, or introducing a new approach, that the therapy or position is acceptable.
5. To check with the child (if possible) and with the parents/carers when removing clothing for the purpose of the therapy
6. Respect the clients rights for privacy and confidentiality
7. To be accurate and comprehensive
8. Use plain and clear language

9. When there are additional persons attending a session (such as extra family members, other therapists or health professionals), other families attending the same therapy session should be consulted with to ensure the family is happy with additional people, out of courtesy and to ensure privacy.
10. Staff & volunteers of Kids Plus Foundation will not initiate or maintain unauthorised contact with children & young people.

6.2 Code of Conduct for the Parents/Carers:

1. Arrive on time and in readiness for therapy sessions
2. Make clear and reasonable requests
3. Provide timely and accurate information
4. To dress children suitably for therapy sessions
5. The parent/carer are responsible for supervising their child at all times.
6. Treat Kids Plus Foundation's staff with courtesy
7. Treat other children and families in your therapy session with courtesy and with respect
8. To respect other families and members of the therapy session's privacy
9. Approach children other than their own, only under supervision of that child's parent/carer

7 Self Protection & Empowerment

Kids Plus Foundation is committed to educating children and young people in self-protection within the context of the disabilities of these children within the Therapy Programs. Kids Plus Foundation provides education and support to parents including access to Keeping Your Children Safe, from Childwise.

Parents are provided with a Code of Conduct when working with our therapists, including supervising their child at all times. See above.

8 Complaints Resolution Process

- 8.1 Kids Plus Foundation has a Parent Support and Liaison Officer. This person is responsible for supporting families and working with families on any issues or complaints regarding the Therapy Program, the therapists, other families or any other issue, including Child Protection.
- 8.2 Contact Details: Bron Lawson Tel 03 5223 1465 or email bronwyn@kidsplus.org.au
- 8.3 The process for Complaints Resolution is:
- 1) Contact the Parent Support Person to discuss the issue in the first instance. This role includes Child Protection.
 - 2) If the issue cannot be resolved, fill out a Formal Complaints Form provided at the Therapy Rooms Reception, outlining your complaint. A senior management person will respond in a timely, constructive and positive manner to resolve any issues or complaint.
 - 3) If this fails you may refer the matter to Kids Plus Foundation Board of Directors.
 - Everyone involved in the complaints resolution process will maintain confidentiality at all times and the numbers of people involved in the complaint process will be kept to a minimum.
 - Resolution of complaints between those directly involved, as soon as they arise, is strongly encouraged.
 - All complaints will be dealt with in the shortest possible time period as determined by due process.
 - Throughout the complaints resolution process both the Complainant and the Respondent may choose to have a support person involved.

Please see the full Complaints Handling & Resolution Policy document attached.

9 Support Services in the case of Child Abuse concerns or allegations

- If parent/child make an allegation against any member of Kids Plus Foundation, if external to child's family (non familial) - contact police in first instance
- If a Therapist is concerned about familial abuse, they should discuss with the Executive Officer before then contacting DHS. DHS will case manage the allegation and investigation in conjunction with police, if necessary depending on the nature of the allegation, information and risk assessment of situation
- If any member of Kids Plus Foundation has a concerns/allegations in relation to a fellow team member – they should contact a senior member of the team to discuss within 24 hours to review the situation. Police are responsible for dealing with child abuse allegations relating to staff members.
- Once notification has been made to DHS and/or Police, the matter remains highly confidential. The police/DHS will advise on appropriate action to undertake to manage the situation eg informing the staff member or removing them from duties until such time as notified.

Child Discloses Abuse

- Reassure/validate the child
- Treat seriously
- Ensure immediate safety of child
- Explain need for confidentiality and limitations
- Give information on what will happen next
- Exhibit concerning behaviours

Report Immediately to Manager or Child Protection Officer

- Ensure immediate safety of child
- Key Officer Advise child's parent(s)/caregivers if not the alleged perpetrator
- Key Officer determines who will notify the local/specialist police and/or child protection authority if no mandatory requirements
- Record disclosure information

Reporting

- Report to local/specialist police officer and /or
- Report to local protection office
- Parents & Child advised
- Relevant staff/volunteer advised
- Internal response developed

10 Approved by the Board of Directors

- The Child & Youth Protection Policy has been accepted and approved by the Board of Directors on 4th August 2005



Michael Kronk, Chair

11 Circulation of the Policy

- The Policy will be provided to each new family on being offered a place on a Therapy program.
- It will also be available at the Therapy Practice Rooms at Reception at 163 Myers Street, Geelong
- The Policy will be promoted through the Kids Plus Foundation's brochures and newsletters and other material.

12 Evaluation & Review Process

12.1 Who is involved?

Families, management, therapists and other members of Kids Plus Foundation will be involved with the yearly review or earlier as needed.

12.2 How often?

A yearly review (or sooner if needed) will include:

- Assessment of any issues or complaints
- Any reporting of any child abuse
- Changes or updates in information/law on Child Protection
- Evaluation and feedback from families, therapists, management and members of Kids Plus Foundation
- Feedback from any external agencies/organisations or health professionals involved with Kids Plus Foundation

13 Recruitment & Screening

13.1 Who has access to children?

Within Kids Plus Foundation, the therapists are the only members of the organisation who have indirect or direct supervised access to children.

13.2 The Process for Recruitment of Therapists:

- Where there is an external advertising of a position, job advertisements placed by Kids Plus Foundation will contain a clear commitment to child protection –“All applicants will be required to complete a police check and provide professional and personal preferences”. “Kids Plus Foundation's recruitment and selection procedures reflect our commitment to the safety and protection of children”

- Full job descriptions including key selection criteria, paediatric & post graduate qualifications are used as part of the recruitment process for therapists

13.3 The screening process includes:

- Police check including Personal identification check using either current drivers licence or Australian passport as required by Victorian State Government
- Two Professional Reference Checks - phone reference
- Professional Accreditation
- One References from previous families with children with paediatric therapy needs - phone reference
- An offer of paid employment or a voluntary placement as a therapist will not be made until the National Police Records Check has been received and assessed

13.4 Recruitment of Management

- Where there is an external advertising of a position, job advertisements placed by Kids Plus Foundation will contain a clear commitment to child protection
- Full job descriptions including key selection criteria and qualifications or experience as appropriate

13.5 Probationary Period

All therapists, staff and volunteers will be recruited with an initial period of three months probation.

14 Staff Support & Training & Acknowledgement

- All staff and volunteers will be inducted with the Child & Youth Protection Policy. Staff will be trained and supported to ensure compliance with the Policy.
- Training and updates will be provided as appropriate, ie through the yearly evaluation process, and as law or legal obligations may be updated.
- All Kids Plus Foundation's staff and volunteers will sign a document to acknowledge that they have read, understood and agreed to be bound by the Child & Youth Protection Policy. Please see end of document for Signoff.

15 Support Services in the case of Child Abuse concerns or allegations

If parent/child make an allegation against any member of Kids Plus Foundation, if external to child's family (non familial) - contact police in first instance

If a Therapist is concerned about familial abuse, they should discuss with the Parent Support Officer before then contacting DHS. DHS will case manage the allegation and investigation in conjunction with police, if necessary depending on information and risk assessment of situation

If any member of Kids Plus Foundation has a concerns/allegations in relation to fellow team member – they should contact a senior member of the team to discuss within 24 hours to review the situation.

Once notification has been made to DHS and/or Police, the matter remains highly confidential. The police/DHS will advise on appropriate action to undertake to manage the situation eg informing the staff member or removing them from duties until such time as notified.

Please refer to: Responding to Child Abuse, Victorian Government Publishing Service 2002

16 Police Checks and Working With Children Check Cards

16.1 Transfer of staff/volunteers

- Any therapist or volunteer therapist who may have direct or indirect contact with children will be screened prior to being transferred into a role. All staff will apply for and hold Working With Children Check Cards.

16.2 Written notification prior to interview

- An offer of paid employment or a voluntary placement will not be made until the National Police Records Check has been received and assessed by Kids Plus Foundation
- All applicants for paid and unpaid work involving direct access to children/young people will be provided with written notification prior to interview that the conduct of a Police Check is required prior to any offer of paid employment or voluntary placement being made via the job description, position description and the application form.

16.3 Interview process

- Prior to interview, all applicants are requested to bring original proof of identity documentation.
- All applicants receive at interview:
 - A copy of the organisation's Police Checks Policy; and
 - A clear explanation of the requirement to undertake a Police Check, prior to an offer of paid or unpaid work being made.
- All applicants provide at the conclusion of the interview:
 - Original Proof of Identity document (to be copied and returned immediately); and
 - Completed and signed Victoria Police Consent Form (form to be supplied and witnessed by the Kids Plus Foundation representative conducting the interview).

16.4 Receipt of the National Police Certificate

- When Kids Plus Foundation receives the National Police Certificate, only the Executive Officer & Directors' may view the results.
- Disclosable court outcomes and/or pending matters on a National Police certificate do not mean automatic exclusion from a role – the nature and relevance of the disclosures will be considered by Kids Plus Foundation.
- The process to be followed and the criteria to be utilised in circumstances where disclosable court outcomes and/or pending matters are disclosed includes:
 - a. an assessment of suitability is made in accordance with the written assessment criteria for the role;
 - b. the applicant is provided with an opportunity to respond to the contents of the police record;
 - c. a recommendation is provided to a senior manager for decision;
 - d. any decision made for or against a person is able to be justified; and
 - e. the completed check, manager's decision and written reasons for decision are stored in a secure location and state whether the police records check was satisfactory or unsatisfactory. Note: details of the applicant's police record (if any) must not be included in any written record.

16.5 Victoria Police Suggested Guidelines for Reviewing Criminal History Information for Employment Purposes:

An offence history should not necessarily preclude employment, and Victoria Police encourages employers to consider the offence history within the overall assessment of a potential employee's good character and reputation, as well as the following factors:

- a. The nature of the offence.
- b. An extended criminal history or accumulation of individual minor offences.

- c. Any mitigating or extenuating circumstances which might be revealed in relation to the offence[s] committed. eg. provocation, effect of alcohol etc, which may or may not be favourable to the applicant.
- d. The length of time since the offence took place.
- e. Whether the offence was committed as a juvenile or an adult. ie. Assess what level of maturity influenced judgement at the time.
- f. The general character displayed since the offence was committed. eg. Steady employment record and favourable reports by past employers.
- g. The relevance of the type of crime to the nature of work if seeking employment or voluntary work in a sensitive work area.

16.6 Decision not to employ due to police record

- A decision not to employ or place an applicant because of a National Police Records Check result and the rationale for the decision must be communicated to the applicant.
- A person denied employment or placement because of a National Police Records Check is to be provided with the opportunity to discuss the results and the rationale for the decision. This will usually involve the individual contacting the Victoria Police Public Enquiry Service to have the matter reviewed.
- If the applicant believes that a significant injustice has occurred an avenue for review of the decision must be made available.
- An additional copy of the completed National Police Certificate must **not** be provided to the applicant. If the applicant requests a copy, they should be referred to the Victoria Police for this purpose.

16.7 Disposal of Consent Forms

- Once an appointment has been made the consent forms of all applicants (successful and unsuccessful) should be shredded.

16.8 Disposal of National Police Certificates

- National Police Certificates must be securely destroyed, by shredding after an applicant has been appointed.
- A record of the name of the applicant, the date and number of the National Police Certificate may be held securely within an applicant's personal file.
- No other details of a National Police Certificate may be held in a filing system or communicated manually or electronically.
- If future verification of a staff member or volunteer's criminal record is ever required for legal, audit or investigation purposes, the Victoria Police can retrieve this information.

16.9 Administration

- When completing the Victoria Police consent form, Kids Plus Foundation requests direct receipt of the National Police Certificate.
- Kids Plus Foundation pays the costs of police checks.
- Kids Plus Foundation cannot access the Victoria Police "volunteer rate" for Police Checks as the therapists receives fees for some of their services.
- Kids Plus Foundation does not require Board members or management to undergo Police Checks, as they have no direct or indirect contact with the children.
- Kids Plus Foundation does not require parents (who participate as parents/carers of children in the Therapy Programs) to undergo Police Checks
- Kids Plus Foundation requires existing therapists to be re-Police Checked every three years.
- Staff should notify Kids Plus Foundation of any possible changes to their Police Record during their employment.

16.10 International records

- The Victoria Police **do not** conduct international checks. International checks are subject to the legislation of the country where the person was a resident. Any applicant from overseas should contact the relevant overseas police force to obtain a criminal or police records check. **Note:** Some countries will not release information regarding an individual for personal or third party purposes.
- Where police records checks cannot be made, referee checks must be conducted with a number of individuals who personally knew the individual while they were residing in the other country.
- **Note:** The credentials of a person acting as a referee must be verified and can include previous employers, government officials, and family members. Overseas applicants should not commence until this process is satisfactorily completed.

16.11 Privacy and confidentiality

- Victoria Police releases information to employers, community groups and other organisations only with the consent of the individual concerned and on the understanding that once released it will be regarded as strictly confidential. If an individual authorises that the result of his/her police check be sent directly to your organisation, it must not subsequently be forwarded to any other individual (including the subject of the check) or organisation and must not be incorporated into any manual or electronic database or filing system.

16.12 Students (for future reference)

Police checks for students 17 years and over seeking placement within an organisation should be administered by the relevant course Executive Officer.

The course Executive Officer should make specific arrangements with the appropriate manager. All checks for students are to be completed prior to confirming the first placement and in each subsequent year of study. The student's police check will remain valid for the current course year only. The student has the responsibility to notify any change to the status of their police records during the course year to the Placement Executive Officer(s).

The student may:

- Bring the National Police Certificate to their placement interview; or
- Arrange for the Placements Executive Officer(s) to sight and copy the original National Police Certificate; or
- The relevant course Executive Officer can submit certified results of police checks on students seeking placement to the relevant manager. In the case where the check results in disclosable court outcomes, outstanding charges or matters under investigation that have not been heard at court, then a certified copy of the National Police Certificate is to be submitted for assessment to determine their suitability for placement.

To avoid duplication and extra expense, students should obtain their own National Police Certificate. Students must complete the consent form by providing their name and address, as the return address, to ensure personal ownership of the National Police Certificate.

Students receiving no wages or salary for the placement are eligible to receive a reduced rate for the National Police Records Check. In order to access this reduced rate the educational institution must obtain prior approval from the Victoria Police (the CVF Number) and the course Executive Officer must sign the Declaration of Volunteer/Student Status on the consent form. Please consult the 'Procedure for Organisations Conducting National Police Records Checks' for further information.

Students should contact the Victoria Police Public Enquiry Service on **(03) 9247 5907** for this purpose and use the consent form available only from Victoria Police. However, the preferred option by the Victoria Police is for bulk transfer of student consent forms at enrolment by arrangement by the course Executive Officer, where possible. Payment for the National Police Records Check should be by cheque payable to the Victoria Police made out by the student.

In this way a student may provide certified copies of the National Police Certificate without violating Victoria Police confidentiality rules and the legislative requirements of Victoria's *Information Privacy Act 2000*.