

GENERAL INFORMATION*

Lead Area:	Rugby Operations
Lead Procedure Title:	Volunteer Criminal History Assessment
Procedure Reference No:	SA21
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Date last modified:	5 August 2013

APPLICATION OF THIS PROCEDURE

- This policy and procedure is to be followed by all volunteers of the SA Rugby Union and its affiliate clubs and associations that are acting or proposing to act as an Official or in any other capacity with respect to any aspect of the Junior and Youth Competition and dealing with children under the age of 18 years.
- It is to be followed in accordance with the Australian Rugby Union Policy – Member Protection Policy.
- Australian Children’s Protection Act 1993) are required to undergo a criminal history assessment once every three years unless an exemption applies.
- Criminal history assessments are also required prior to the appointment of new staff or volunteers to prescribed positions.
- This includes all people who regularly work with or around children in an unsupervised capacity or have access to children’s records.

STEP BY STEP PROCESS

Step	Description of action	Responsible
1	Download and complete a police check application form online at www.sapolice.sa.gov.au	Volunteer/Official
2	The President, Secretary and Registrar of a Club are authorised as individuals capable of signing the police check form on behalf of the Union but they do not have any further authority to represent or act for, or on behalf of, the Union.	Club President/Secretary/Registrar
3	SA Rugby Union volunteers are eligible to use the organisation’s VOAN code (1696) in order for their application fee to be covered by the South Australian Government.	Volunteer/Official
4	Submit your application at your local police station in the manner in which the instructions on www.sapolice.sa.gov.au or the police check form require you to do so.	Volunteer/Official
5	Once receiving the results of the police check in the mail, submit the results of the police check and clearance to the relevant Club or the Union and obtain approval from the Club or the Union prior to commencing as an Official or in any other capacity with respect to any aspect of the Junior and Youth Competition and dealing with children under the age of 18 years.	Volunteer/Official
6	In the majority of cases, a person will have no criminal history. In	Volunteer/Official

	<p>these cases, the assessment is successfully completed and no further action in respect to an assessment is required.</p> <p>Where an individual does have a criminal history, you must assess this information in accordance with Standard 5 of the Child Safe Environments: 'Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children'. The principles of these standards include:</p> <ul style="list-style-type: none">• The paramount consideration(s) are the rights, interests and wellbeing of children and their protection from harm• The assessment will be recognised as one of a range of organisational strategies to protect children• The assessment will be evidence-based, where evidence exists• Decisions will be ethical and defensible• Assessment and decision-making processes will be efficient and timely• Assessment and decision-making processes will follow principles of natural justice and procedural fairness• Procedures will be transparent, documented and consistently applied• Assessment processes will be accompanied by provisions for review and appeal against a decision and• The privacy of people will be strictly protected, and sensitive and personal• Information will be protected from inappropriate disclosure. <p>Further information on these standards can be obtained at the following link: http://www.decd.sa.gov.au/docs/documents/1/CSEstdsCriminalHist.pdf</p>	
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OTHER INFORMATION

- SA Rugby Union volunteers are eligible to use the organisation's VOAN code in order for their application fee to be covered by the South Australian Government. Please contact info@sarugby.com.au for this code.
- Any Club which permits a person to act as an Official (or in any other capacity) with respect to any aspect of the Junior and Youth Competition or dealing with children under the age of 18 years and has not ensured that the person in question has met the requirements of this procedure will be subject to a penalty determined by the Union or, on reference by the Union, as determined by the Judicial Committee.
- Please contact info@sarugby.com.au if you or your club requires assistance in assessing the criminal history of a volunteer.

DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- ARU Member Protection Policy

OPERATIONAL POLICY & PROCEDURE



- SAPOL Police Check Application - search for "National Police Certificate"
- [Families SA Criminal History Assessment Form](#)
- [Families SA Criminal History Assessment Register](#)