

National Police Checks Policy

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Document

Document Name	National Police Checks Policy
Brief Description	This Policy sets out the requirements where Griffith College must obtain a National Police Check for employees or contractors as a condition of their employment or continuing engagement.
Responsibility	Quality and Compliance Manager
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
11/02/2016	2	Policy changes prior to December 2019 are found on H drive.	Quality and Compliance Manager

Related Documents

Name	Location
N/A	N/A

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1 Purpose and Scope

1.1 Introduction

This National Police Check Policy sets out the approach of Griffith College relating to the management of issuing a National Police Check (NPC).

1.2 Purpose

The purpose of this Policy is to confirm that the Company is committed to protecting the security and safety of its employees and students. Therefore, Griffith College may require current or prospective employees or contractors to obtain a National Police Check (NPC) as a condition of their employment or continuing engagement.

1.3 Scope

Navitas employs the services of RISQ Group, an accredited CrimTrac agency, to manage the NPC screening process for all Navitas employees.

2 Policy Statement

This policy is intended to protect the security and safety of Griffith College employees and students.

2.1 NPC Requirements

Griffith College requires a NPC for the following positions, regardless of the nature of the appointment (ongoing, fixed term or casual):

- Senior Management positions (HEW 9 level (or equivalent) and above);
- Finance positions;
- Human Resources positions;
- Staff members who teach into the Diploma of Health Care and/or act as a Clinical Facilitator on student placements.

Other ongoing or casual employees or contractors may also be required to obtain an NPC, at Griffith College's discretion.

2.2 Offer of Employment

Offers of employment where a NPC is a requirement will be conditional upon the receipt of a satisfactory NPC outcome. New employees or contractors must complete an Australian Federal Police National Police Check Application Form upon acceptance of an offer.

2.3 Unsatisfactory outcomes

Where the NPC indicates that a conviction has been recorded, a review will be conducted by the College Director & Principal in conjunction with Navitas Human Resources to determine the suitability of the prospective employee or contractor. The review will take into account;

- the prospective employees or contractors duties and decision making;
- whether the position is one of trust involving dealings with the public, handling of accounts, or moneys, or otherwise entrusted to perform duties with minimal supervision;
- the nature of the criminal conviction.

If the review determines that the appointee appears to be unsuitable for appointment and that termination of employment is a likely outcome, they will be informed and given an opportunity to respond. If the appointee's response does not satisfy Griffith College's concerns, their employment will be terminated immediately and they will be informed accordingly. In such circumstances, there will be no access to any form of appeal.

2.4 Renewal Process

Staff members who teach into the Diploma of Health Care and/or act as a Clinical Facilitator on student placements are required to present evidence of a current National Police Check during student placements. In accordance with the Police Certificate Guidelines from the Office of Aged Care Quality & Compliance, QIBT will ensure that these employees or contractors undergo a National Police Check every 3 years.

All other ongoing or fixed term employees or contractors will be required to obtain a NPC when there is a change in position and they have not had a NPC within the last 2 years prior. A change in position would be a significant difference to the role description, and would not normally include a reclassification or a change in position title.

Other ongoing, fixed term or casual employees may be required to obtain an updated NPC at QIBT's discretion.

2.5 Criminal Convictions while employed by Griffith College

Any ongoing, fixed term or casual employee or contractor who is convicted of a criminal offence during the course of their employment is required to advise the College Director & Principal immediately. Failure to do so will result in disciplinary action, including possible dismissal.

2.6 Cost of NPC

Griffith College will be responsible for paying the cost of any required NPC.

2.7 Confidentiality

All NPC outcomes will remain confidential and will be maintained in dedicated files within Navitas Group Human Resources. For staff members who teach into the Diploma of Health Care only, a copy of the National Police Check outcome report will be retained securely by Griffith College in H: Human Resources. All National Police Checks applied and paid for by Griffith College, will remain the property of the company, and will not be made available to any employee other than Diploma of Health Care staff members who are required to present their National Police Check during the course of student placements. Any other employee wishing to gain access to a copy of their Police Check will be required to request this information directly from RISQ Group.