## Volunteer Criminal History Check Policy

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| **Date approved:** |
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| **Authority to amend: Board** |
| **Related documents**  *National Standards for Volunteer Involvement* |

The ABCD requires all volunteers assisting as Volunteer Referral Officers at the Centre to complete a criminal history check as part of their recruitment process. ABCD recognises the need for confidentiality and security of criminal history information; and the importance of ensuring that volunteers understand their rights and responsibilities regarding criminal history checks.

ABCD will undertake criminal history checks through the National Police Checks for Volunteers Program (NPCVP). ABCD will not charge ABCD volunteers for this process.

The consent of the volunteer will be gained before instigating a check and the process will be explained to the volunteer.

Volunteers will be advised that they have a right to see the criminal history information obtained.

The existence of a criminal history does not automatically exclude a volunteer from being offered a position at ABCD.

If the volunteer has a criminal history, the Manager will discuss the situation further with the volunteer.

A final decision regarding their suitability to volunteer at ABCD will be made by the Manager.

ABCD will not undertake criminal history screening on behalf of Member Agencies.