



YORKE PENINSULA DIRT KART CLUB Inc.

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Police Check Policy and Procedures

Eligibility

The Government meets the costs of police checks for volunteers who work with 'vulnerable groups', such as children, people with a disability, and the frail and aged. AIDKA has been issued with a Volunteer Authorisation Number (VOAN), which have only been issued to state bodies considered eligible as working with 'vulnerable groups' and the fee will be waived for these volunteers. The AIDKA VOAN is available for use by all our Clubs and Associations to obtain police checks on their volunteers, as well as for AIDKA appointed personnel.

Police checks are part of a risk management and screening process we should adopt to ensure a safe environment for our members. The YPDKI will take reasonable steps to screen employees and volunteers who come in contact with vulnerable groups to comply with the requirements of AIDKA and any other regulations as the clubs sees necessary.

Information Management and Privacy Issues

National Police Certificate's (NPC's) are the property of the individual, and must be returned to them. The period of time that a NPC is considered current is the responsibility of each club to define according to their specific needs which YPDKCI's is three (3) years.

The detail of the advised check result must not be incorporated into any manual or electronic database or filing system, however, the result of the assessment will be summarised and included in club records e.g. a rating against defined acceptance criteria.

If a person is denied a placement with the club due to the content of their NPC, they are to be provided the opportunity to discuss this and be advised of the reasons for the decision.

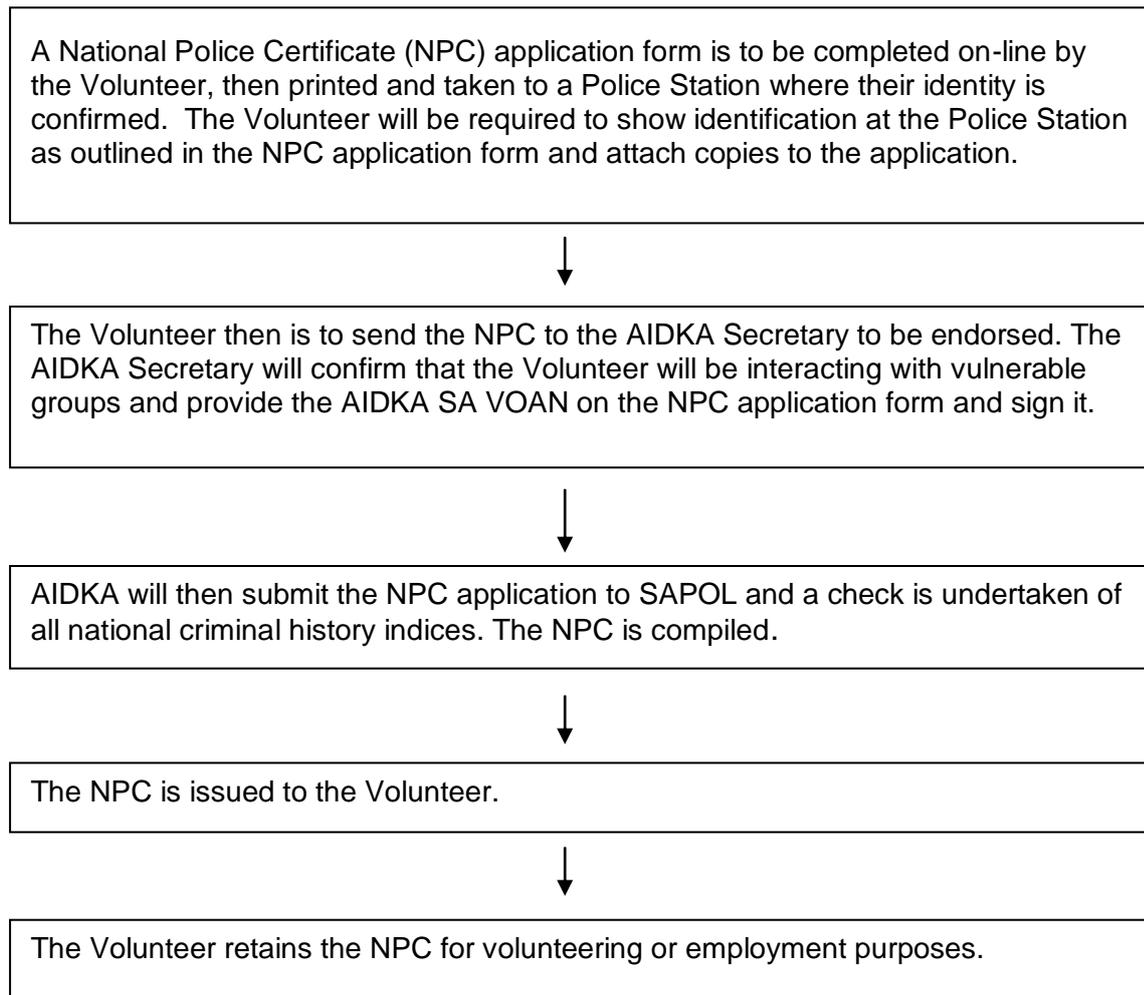
Policy Requirement – refer to Constitution

Application Forms

Police Checks Forms can be directly downloaded from the SAPOL website www.police.sa.gov.au and click on Police Checks. Please complete all mandatory fields and under CATEGORY, tick "Working with Children/Vulnerable Groups' and under CHECK TYPE, tick 'VOAN Volunteer (VC)'.

Process

The following flow chart is a guide on the process of applying for a NPC.



Contact Details for further information

AIDKA asks that clubs send NPC application forms for their volunteers to them in bulk with a covering letter so they can ascertain applicant eligibility.

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 phone: 0400 114 135
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SAPOL e-mail: SAPOLrecords@police.sa.gov.au
 website: www.police.sa.gov.au

ORS website: www.recSPORT.sa.gov.au