



CATHOLIC DIOCESE OF BUNBURY

NATIONALLY COORDINATED CRIMINAL HISTORY CHECK PROCEDURE

Step	Process	Entity	Reference	Checkbox
A. REQUIREMENT TO SUBMIT A NATIONAL POLICE CHECK				
1.	All Workers (including prospective Workers) are required to undergo a Nationally Coordinated Criminal History Check and obtain a National Police Certificate .	- Diocese (and associated entities) - Workers (including prospective Workers)	Chapter x, <i>Master Safeguarding Policy</i>	☐
When will a National Police Certificate be required to be undertaken by a Worker or prospective Worker?				
2.	The Worker's appointment is subject to an applicable law requiring that check.	Worker	Chapter 8, <i>Master Safeguarding Policy</i>	☐
3.	The Worker's duties and responsibilities include a significant leadership role within the Diocese.	Worker	Chapter 8, <i>Master Safeguarding Policy</i>	☐
4.	The Worker has or may have unsupervised access to Children or Adults with vulnerabilities as part of their role.	Worker	Chapter 8, <i>Master Safeguarding Policy</i>	☐
5.	The Worker has or may have unsupervised access to Diocesan/Parish money.	Worker	Chapter 8, <i>Master Safeguarding Policy</i>	☐
6.	The Worker is responsible for the administration of financial accounts of the Diocese/Parish.	Worker	Chapter 8, <i>Master Safeguarding Policy</i>	☐
7.	The Worker is responsible for the regular handling of and access to other Worker's personal or sensitive information.	Worker	Chapter 8, <i>Master Safeguarding Policy</i>	☐
8.	The Worker is responsible for undertaking National Police Checks through an accredited body on behalf of the Diocese/Parish.	Worker	Chapter 8, <i>Master Safeguarding Policy</i>	☐

9.	Clergy appointed or incardinated Clergy available for regular supply/ministry.	Clergy	Chapter 8, Master Safeguarding Policy	☐
10.	Prospective Seminarians and candidates for the Permanent Diaconate.	- Prospective Seminarians - Prospective Permanent Diaconate	Chapter 8, Master Safeguarding Policy	☐
11.	Workers assessed by the Diocese/Parish at its absolute discretion as requiring a National Police Certificate to ensure a safe Church environment.	Worker	Chapter 8, Master Safeguarding Policy	☐
When will a National Police Check be required where a Worker is not an Australian citizen?				
12.	If a National Police Certificate was required as part of the Worker's citizenship application, a copy of that National Police Certificate is to be provided to the relevant entity appointed in Part B below.	Worker	Chapter 8, Master Safeguarding Policy	☐
13.	If a National Police Certificate was not required as part of the Worker's citizenship application and the Worker is required to have undertaken a National Police Check under the <i>Nationally Coordinated Criminal History Check Policy</i> , Worker to obtain a National Police Certificate.	Worker	Chapter 8, Master Safeguarding Policy	☐
B. APPLICATIONS FOR NATIONAL POLICE CERTIFICATES				
Who is responsible for obtaining a National Police Certificate?				
14.	Workers (including volunteers): Parish Priests are responsible for obtaining National Police Certificates required for Parish Workers, including parish volunteers. Safeguarding Coordinator can assist Parish Priests where required.	- Relevant Parish Priest - Workers (including volunteers) - Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐
15.	Clergy: Safeguarding Coordinator is responsible for obtaining National Police	- Safeguarding Coordinator - Clergy	Chapter 8, Master Safeguarding Policy	☐

	Certificates required for Clergy Workers.			
16.	Chancery: Safeguarding Coordinator is responsible for obtaining National Police Certificates required for Chancery Workers (other than clergy).	- Safeguarding Coordinator - Chancery	Chapter 8, Master Safeguarding Policy	☐
C. FREQUENCY OF NATIONAL POLICE CERTIFICATES				
17.	National Police Certificates are to be requested by the responsible entity set out in Part B above every 3 years from the date of appointment or the date of transfer of the Worker to their current role.	Responsible entity identified in Part B above.	Chapter 8, Master Safeguarding Policy	☐
18.	The Diocese holds absolute discretion to request a National Police Certificate be obtained at any time, due to the Certificates remaining valid for 90 days only.	Responsible entity identified in Part B above.		☐
D. ASSESSING THE RESULTS OF A NATIONAL POLICE CERTIFICATE				
Who is responsible for assessing the results of a National Police Certificate?				
19.	Workers (including volunteers): all National Police Certificates requested for Workers (including Volunteers) are to be assessed by the Parish Priest, supported by Safeguarding Coordinator.	- Parish Priest - Workers (including volunteers)	Chapter 8, Master Safeguarding Policy	☐
20.	For all other Clerics (Chancery, Clergy, etc): National Police Certificates to be assessed by Safeguarding Coordinator in consultation with the Vicar General.	- Safeguarding Coordinator - Vicar General - Clerics	Chapter 8, Master Safeguarding Policy	☐
What if the results of a National Police Certificate are unsatisfactory?				
21.	Vicar General or Parish Priest to set out concerns (if any) in writing to the Worker or proposed Worker.	- Vicar General - Parish Priest	Chapter 8, Master Safeguarding Policy	☐
22.	Worker or proposed Worker to show cause in writing why, if they wish to proceed with their application for the role	Worker	Chapter 8, Master Safeguarding Policy	☐

	or continue in the role, they should not be disqualified from being considered for their appointment or continuing in the role.			
23.	At the conclusion of assessment, the Safeguarding Coordinator, Vicar General or Parish Priest to note on file that a National Police Check has occurred.	• Vicar General • Safeguarding Coordinator • Parish Priest	Chapter 8, Master Safeguarding Policy	☐
24.	Verification documents relating to the National Police Certificate are to be returned to the person in question, unless consent obtained to retain.	• Safeguarding Coordinator • Vicar General • Parish Priest • Worker	Chapter 8, Master Safeguarding Policy	
25.	Diocese to retain all other relevant documentation consistent with <i>Nationally Coordinated Criminal History Check Policy</i> and Privacy Laws.	• Worker	Chapter 8, Master Safeguarding Policy	☐
The following items are to be considered when assessing National Police Certificates for Workers who are NOT Clerics:				
26.	How disproportionate (in relation to the result of the National Police Check) it might be to deny the appointment or alter the terms of the appointment.	• Recruiting party • Parish Priest • Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐
27.	The nature and frequency of the offence(s) disclosed in the results of the National Police Check.	• Recruiting party • Parish Priest • Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐
28.	Whether the offence or other matters disclosed represent an isolated incident or a potential pattern of unlawful conduct.	• Recruiting party • Parish Priest • Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐
29.	The age of the individual at the time at which the offence(s) or other matters disclosed were committed.	• Recruiting party • Parish Priest • Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐
30.	The timing of the offence(s) or other matters disclosed (ie. how long ago it occurred).	• Recruiting party • Parish Priest • Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐

31.	The likelihood of recurrence of the offence(s) or other matters disclosed.	- Recruiting party - Parish Priest - Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐
32.	Any measures that might reasonably be put in place to reduce the likelihood of recurrent behaviour (such as modification of work duties or work environment).	- Recruiting party - Parish Priest - Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐
The following items are to be considered when assessing National Police Certificates for Workers who ARE Clerics:				
33.	Safeguarding Coordinator to receive results of National Police Check and make an assessment in consultation with the Vicar General.	- Safeguarding Coordinator - Vicar General	Chapter 8, Master Safeguarding Policy	☐
34.	Safeguarding Coordinator/Vicar General to recommend assessment to Bishop.	- Safeguarding Coordinator - Vicar General - Bishop	Chapter 8, Master Safeguarding Policy	☐
35.	Bishop to decide how to treat a disclosable court outcome.	Bishop	Chapter 8, Master Safeguarding Policy	☐
36.	Bishop shall note on file that a National Police Check has occurred, and the decision made with respect to any disclosures.	Bishop	Chapter 8, Master Safeguarding Policy	☐
37.	Bishop to ensure that any documents relating to the National Police Check are returned to the Cleric or prospective Cleric, unless consent obtained to retain them.	- Bishop - Cleric	Chapter 8, Master Safeguarding Policy	☐
38.	Safeguarding Coordinator/Vicar General and Bishop to retain all other relevant documentation consistent with the <i>Nationally Coordinated Criminal History Check Policy</i> and Privacy Laws.	- Safeguarding Coordinator - Bishop	Chapter 8, Master Safeguarding Policy	☐
E. RECORD KEEPING				
39.	The National Police Certificate MUST NOT be retained unless consent obtained to retain.		Chapter 8, Master Safeguarding Policy	☐

40.	A record must be made noting that a National Police Check has been undertaken by inserting a file note on the personnel file or entry into the Screening and Monitoring database for the Worker or Cleric Such a file note should contain following: (a) the Worker's name; (b) date of National Police Certificate; (c) National Police Certificate Number; and (d) name of Person Recording File Note (where saved to personal file).		Chapter 8, Master Safeguarding Policy	☐
F. MONITORING				
41.	Safeguarding Coordinator to continue to monitor and assist authorities as required.	• Safeguarding Coordinator	Chapter 8, Master Safeguarding Policy	☐