



CAMBRIDGE PRIMARY SCHOOL

POLICE CHECK

Purpose

All staff appointments are subject to a Police Check. Volunteer helpers who assist with school programs must receive a clearance by police.

Aims

- **To ensure the provision of a safe and secure environment for the students**
- **To identify volunteer helpers who have received a clearance by the police**

Guidelines

- **A Police Check will be required of the following personnel:-**

- **Volunteer helpers accompanying teachers and students on overnight camps**
- **Volunteer helpers transporting students in private vehicles to attend school events.**
- **Any school event where parents may be supervising children without a staff member present.**
Eg: swimming change rooms, excursion activity groups.
- **A police check is considered valid by the school for up to three years**
- **A statutory declaration is required from volunteer helpers when time does not permit a volunteer helper to have a police check**
- **The cost of the Police Check is borne by the school and will be included in the camp or excursion budget.**
- **The onus is on the parent/helper to notify the school if they need to renew an expired police check**

Implementation

- **The teacher in charge of organising the camp/activity is responsible for the management of this process**
- **Any helper unwilling to undertake a police check will be ineligible to attend**
- **Forms will be supplied by the administration staff**
- **A copy of the Police Check will be retained by the school.**

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