

New National Police Certificate process (from 1 July 2024)

MacKillop Catholic College is committed to developing and maintaining a child safe environment.

The completion of a National Police Certificate is a Catholic Education Tasmania (CET) requirement for all non-teaching employees and nominated volunteers within Catholic schools who have direct contact with, or access to records or authority for, children and young people under the age of 18 years, or other vulnerable groups including the disabled and the elderly. Teachers are not required to apply via this process as the Teacher's Registration Board assesses all registered teachers for 'good character and fitness to teach', which incorporates the same information provided by a National Police Certificate.

Police Checks are conducted every three years (maximum) or as required by changes in job/task responsibilities. All care is taken to ensure that the privacy of individuals is respected and maintained at all times throughout the processes.

As of 1st July 2024, the following changes have occurred:

- The application process for police checks has transitioned from Criminal History Services (CHS) to Service Tasmania
- All application forms, identity checking, and payments will no longer be accepted at Tasmania Police and must instead be submitted by the individual in person at any Service Tasmania Centre.
- To finalise the form, you will need to sign section 6 'Statement of Consent and Indemnity' in front of a Service Tasmania representative at the time you submit your application form.
- The cost of a National Police Certificate for current and prospective paid employees will increase from \$45.00 to \$70.00 per check and Volunteers will increase from \$5.00 to \$7.00 per check.
- Volunteers must have section 5 of the application form 'Declaration of Volunteer / Concession Status' completed and signed by the designated Authorised Officer (at the school or college). This may be either a Business Manager or Finance Officer. Each school should have a Unique Identifier for Volunteers (UID number) which will need to be included in the form.

Completing an application form

- You need to complete the TCEO Police Check Application form provided to you by MacKillop Catholic College.
- The return address must remain as Tasmanian Catholic Education Office otherwise you will not be reimbursed for the Police Check.

- If you would prefer to retain your National Police Certificate, please use a blank form collected from Service Tasmania. Please note that MacKillop will not reimburse the cost of National Police Certificates that are not addressed and retained by CET.

Identification

Applicants for a National Police Check must provide;

- ONE Commencement Document,
- ONE Primary Document and
- ONE Secondary Document.

(please refer to section 4 of the application form for further information on document types)

The documentation must include evidence of your full legal name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport style photograph can be accepted in addition to the three required documents.

Payment

Previously employees completed the application form and CET/schools processed the payment.

Under the new process employees will need to present themselves to Service Tasmania and pay directly at the time of submitting the Police check application form.

Reimbursement

In order to receive reimbursement, you will need to provide the receipt of payment to the Human Resources Manager, Jodie Dalmazzo via email at jdalmazzo@mackillop.tas.edu.au. The funds will then be reimbursed to you within two pay periods.

Renewals

You will be contacted in the months leading up to your required renewal and the same process will apply.