



Police Check Information for Clubs, Associations and Netball SA Appointed Personnel – updated 1st December 2009

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. Netball SA 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 Netball SA VOAN is available for use by all our Clubs and Associations to obtain police checks on their volunteers, as well as for Netball SA appointed personnel.

Police Checks are part of a risk management and screening process we should adopt to ensure a safe environment for our members. Please note regulations do require that organisations take all reasonable steps to screen employees and volunteers who will work with or come in contact with children and Netball SA Associations and Clubs should be complying with these regulations.

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 organisation to define according to their specific needs.

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 can be summarised and included in organisational records eg a rating against defined acceptance criteria.

If a person is denied a placement with an organisation 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.

Application Forms

Application forms are to be completed on-line. Please visit the Netball SA website www.netballsa.asn.au and click on Polices Guidelines Forms/Risk Management/link to SAPOL website/Police Checks or you can go directly to 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 should be considered as a guide to applying for a police check. Netball SA asks that Clubs and Associations send NPC application forms for their volunteers to us in bulk with a covering letter so we are able to ascertain applicant eligibility.

A National Police Certificate (NPC) application form is to be completed on-line by the Volunteer, then printed and taken to a Police Station where their identity is confirmed. The Volunteer will be required to show identification at the Police Station as outlined in the NPC application form and attach copies to the application.



The Volunteer then sends the application to Netball SA to be endorsed. A representative from Netball SA will confirm that the Volunteer will be interacting with vulnerable groups and provide the Netball SA VOAN on the NPC application form and sign it.



Netball SA will then submit the NPC application to SAPOL and a check is undertaken of all national criminal history indices. The NPC is compiled.



The NPC is issued to the Volunteer.



The Volunteer retains the NPC for volunteering or employment purposes.

Contact Details for further information

Netball SA Andrea Fielding
phone: 08 8238 0500
e-mail: info@netballsa.asn.au
website: www.netballsa.asn.au

SAPOL e-mail: SAPOLrecords@police.sa.gov.au
website: www.police.sa.gov.au

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