

# WATSONIA HEIGHTS PS

## 'Police Checks' Policy

- All staff and volunteers are to produce current Police Check (or Working with Children Check) documentation or agree to have a Police Check completed prior to employment.
- Watsonia Heights PS Management Staff (Principal) will complete "online applications" for new employees and volunteers as required.
- Application for a Police Check will be completed online ~ Department of Education and Training ~ Human Resource Division (Conducts and Ethics Branch). This application process will be completed on behalf of the applicant once the applicant has completed the required documentation, satisfied the 100point check and signed the consent section of the application.
- The cost of the Police Check application for applicants are as follows:

Volunteers	\$5.15	
New Employee	\$20.60	(as of 1/7/06)
- This payment is to be made at the School Office.
- Once the Police Check documentation is returned to the school a copy will be placed on the applicant's confidential personnel file at school and a copy will be provided to the applicant. This copy will have the official school stamp.

Reviewed: July 2006

Ratified by Watsonia Heights School Council:

Watsonia Heights Policies