

## POLICY AND PROCEDURES CONCERNING THE NATIONAL CRIMINAL HISTORY CHECK FOR CLERGY

<p><b>1. What is a National Police Check?</b></p>	<p>The National Police Check is a check of the databases of law enforcement agencies across Australia that discloses whether or not a person:</p> <ul style="list-style-type: none"> <li>• has been convicted of an offence;</li> <li>• has been charged with and found guilty of an offence but discharged without conviction; or</li> <li>• is the subject of any criminal charge still pending before a Court.</li> </ul> <p>The findings of the National Police Check are set out in a <i>National Police Certificate</i>.</p>
<p><b>2. In the Australian &amp; New Zealand Diocese of the ROCOR, who requires a National Police Check?</b></p>	<p>In accordance with Ukase №1-23-11, the following people require a National Police Check:</p> <ul style="list-style-type: none"> <li>• Priests (married, celibate and monastic)</li> <li>• Deacons (married, celibate and monastic)</li> <li>• Diocesan employees</li> <li>• Diocesan Council members</li> <li>• Parish officials</li> <li>• Church workers and volunteers who have access to sensitive data, finances or vulnerable people</li> </ul>
<p><b>3. Who are Diocesan employees and Diocesan Council members?</b></p>	<p><u>Diocesan employees</u> are individuals contributing labour and expertise to the life of the Australian &amp; New Zealand Diocese of the ROCOR and who receive payment for that work, whether from the Diocese, a parish, or a church organisation.</p> <p><u>Diocesan Council members</u> are individuals elected to the Diocesan Council by the Diocesan Assembly.</p> <p><u>Parish officials</u> are individuals elected to Parish Councils, Sisterhood Councils, and Auditing Committees.</p> <p><u>Church Workers</u> are individuals elected or appointed by parishes to assigned duties without payment.</p> <p><u>Volunteers</u> are individuals contributing labour and expertise to the life of the Australian &amp; New Zealand Diocese of ROCOR who may or may not receive payment for that work.</p>

<p><b>4. Why is the National Police Check required?</b></p>	<p>The National Police Check is required by the Diocesan authorities to assist in ensuring that all persons holding positions of responsibility in the Diocese are suitable to do so.</p> <p>An assessment of the suitability of persons holding positions of authority is necessary because of the level of risk arising from:</p> <ul style="list-style-type: none"> <li>• The handling of money and sensitive information; and</li> <li>• Work with the vulnerable - children, the elderly, and the sick.</li> </ul> <p>In addition, undertaking the National Police Check demonstrates that the Diocese authorities are committed to the protection of the faithful, the resources of the Diocese, and of charitable funds entrusted to the Church.</p>
<p><b>5. Is the National Police Check the only thing that will be taken into account when assessing suitability?</b></p>	<p>The National Police Check is only one part of the process to assess the suitability of a candidate for ordination or an applicant for employment. However, for the reasons set out above, it is an essential part of that process.</p>
<p><b>6. How will the National Police Check be undertaken?</b></p>	<p>Individuals are requested to obtain a National Police Check from their local Police Station or their relevant state or territory police online service. Links to online service are provided in <b>Appendix A</b>.</p> <p>An application for a National Police Check can also be made online or in person at participating Australia Post outlets - <a href="https://auspost.com.au/police-checks">https://auspost.com.au/police-checks</a></p>
<p><b>7. When will the National Police Check usually be undertaken?</b></p>	<p>Candidates for ordination to the priesthood or the diaconate, the National Police Check should be undertaken as the initial preparatory step and before any arrangements for ordination are made.</p> <p>For all new Diocesan employees and Diocesan Council members the National Police Check should be undertaken before employment or volunteering commences.</p> <p>For all new parish officials, obtaining a National Police Check should be completed and signed before appointment to the official office which is ratified by the Ruling Bishop of the Diocese.</p>

	<p>For all new church workers and volunteers, obtaining a National Police Check should be undertaken before volunteering commences.</p> <p>To avoid confusion, embarrassment or misunderstanding, the need for a National Police Check should be made clear at the earliest possible opportunity when ordination and employment in an official capacity is being considered.</p>
<p><b>8. What obligations exists for disclosure?</b></p>	<p>An obligation exists for individuals to disclose any criminal charges or convictions that would disqualify a person contributing labour and expertise to the life of the Australian &amp; New Zealand Diocese of ROCOR.</p>
<p><b>9. What steps will be taken to ensure that the National Police Check is in fact undertaken for those in positions requiring it?</b></p>	<p>Prior to appointment clergy, Diocesan employees and Diocesan Council members, parish officials, church workers and volunteers must obtain a Police Check.</p> <p>The Diocese maintains the record-keeping for National Police Checks undertaken.</p>
<p><b>10. What information is kept and where?</b></p>	<p>All National Police Check will be stored in the National Police Check folder by parish.</p> <p>The information stored at the Diocese will be stored in a two tiered secure system with authorised access by key personnel.</p>
<p><b>11. What action will be undertaken upon completion of the National Police Check?</b></p>	<p>Once the National Police Check reveals no impediment to ordination, employment, or service in an official capacity the applicant may proceed to work in his/her official capacity.</p> <p>If the National Police Check suggests unsuitability for ordination or employment, or service in an official capacity, the applicant will be given an opportunity to discuss any conviction before a final decision is made. Such a discussion would usually be with the relevant Rector, Superior, or Diocesan Official.</p> <p>Before making a final decision concerning suitability, the relevant Rector, Superior, or Diocesan Official should consider a number of factors, including the date of the conviction, the age of the person at the time, the number of convictions, the sentence imposed by the court, any extenuating circumstances, and the life and conduct of the person since. Most importantly, it should be considered</p>

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	whether or not the criminal record is relevant to the role envisioned for the applicant.
<b>12. What if an individual declines to have the National Police Check?</b>	If a candidate for ordination, an applicant for employment, or Diocesan Council member declines to have a National Police Check, the individual concerned will be deemed unsuitable for ordination, employment, or appointment.
<b>13. Relevant Ukases</b>	Ukase №6-16-06 Ukase №1-23-11 Ukase №4-1-13

**Appendix A:**

<b>National Police Checks by state and territory police services.</b>	
ACT	<a href="https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks">https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks</a>
NSW	<a href="https://www.police.nsw.gov.au/online_services/criminal_history_check">https://www.police.nsw.gov.au/online_services/criminal_history_check</a>
QLD	<a href="https://www.police.qld.gov.au/national-police-certificates">https://www.police.qld.gov.au/national-police-certificates</a>
SA	<a href="https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check">https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check</a>
VIC	<a href="https://www.police.vic.gov.au/national-police-records-checks#apply-for-a-national-police-check">https://www.police.vic.gov.au/national-police-records-checks#apply-for-a-national-police-check</a>
TAS	<a href="https://www.police.tas.gov.au/services-online/police-history-record-checks/">https://www.police.tas.gov.au/services-online/police-history-record-checks/</a>
WA	<a href="https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates">https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates</a>