

**THE UNIVERSITY OF MELBOURNE
FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

Policy and Procedures for Police Record Checks

OBJECTIVES:

This Policy details how the Schools in the Faculty of Medicine, Dentistry and Health Sciences manage the need for students in clinical placements to have Police Record Checks.

PRINCIPLES:

LEGAL	Most hospitals and clinical agencies require annual Police Record Checks for all staff, students and volunteers who will come into contact with children, elderly and vulnerable people.
EQUITY	Domestic and international students all need Police Record Checks and should have these done in the country in which they have spent the most recent years. For Australian citizens, permanent residents and international students who have been studying in Australia for the past year this would be Australia. For all other students, the first Police Record Check should be from their home country or the country in which they have spent the past year.
TIMING AND CURRENCY	Police Record Checks are current only for the day on which they are issued. For the purposes of this policy, Police Record Checks should be obtained at the beginning of the course and at the start of each subsequent year.
APPLICABLE COURSES	Bachelor of Dental Science Bachelor of Oral Health Postgraduate Diploma in Clinical Dentistry Postgraduate Diploma in Oral and Maxillofacial Surgery Doctor of Clinical Dentistry Doctor of Oral and Maxillofacial Surgery Bachelor of Medicine/Bachelor of Surgery Bachelor of Nursing Science Master of Nursing Science Bachelor of Physiotherapy Postgraduate Certificate in Physiotherapy Specialist Certificate in Physiotherapy Postgraduate Diploma in Physiotherapy Doctor of Clinical Physiotherapy Master of Physiotherapy by Coursework Doctor of Psychology (except Industrial/Organisational stream) Master of Psychology (except Industrial/Organisational stream) Master of Psychology/Doctor of Philosophy (except Industrial/Organisational stream) Bachelor of Social Work Master of Social Work

GUIDELINES

- Students in courses offered by the Faculty of Medicine Dentistry and Health Sciences that have compulsory clinical components must have Police Record Checks in order to be placed in hospitals and clinics.
- Students will be advised of this requirement in all relevant publications including:
 - University Handbooks
 - VTAC Guides
 - DL booklets
 - Specific course publications
 - Website information
 - Letters of offer (international students)
 - Enrolment information
- Each School will ensure that each student provides:
 - on enrolment: the original (less than 6 months) Police Record Check.
 - each subsequent year: the original (less than 6 months) Police Record Check.

- No copies of Police Checks may be taken. Where required for clinical placement agreements, information about the status of each student's Police Record Checks will be maintained in a secure file accessible only by authorised School staff.
- The Procedures for Police Record Checks Guidelines will be adhered to by all schools, particularly as they pertain to the Privacy Act <http://www.unimelb.edu.au/unisec/privacy/>.
- Students will be expected to provide their own Police Record Check to any clinical placement agency on taking up a place.
- Students who do not comply with the requirements of this policy cannot complete clinical placements and therefore will be at risk of not being able to complete the course.

PROCEDURES

Enrolling Students

- Enrolling students are given the *Procedure for obtaining a National Police Record Check, Consent to Check and Release National Police Record (VP Form 820A)* and *Student Consent and Release to The University of Melbourne of National Police Record* forms on enrolment day.

Students in first year of the course (includes lateral entry students)

- If students wish to avail themselves of the lower fees offered to students and volunteers, they can complete a *Consent to Check and Release National Police Record* form and have it authorised by a nominated officer of their School. Students should nominate to have the Police Record Check sent to them and not the School. International students must obtain this check from the country in which they spent the last year of their schooling.
- The *Student Consent and Release to The University of Melbourne of National Police Record* form must be signed by all students regardless of where their Police Record Check was obtained. This form is retained and filed by the School.
- The Police Check will be sent directly to the student who must bring it to their School office for sighting. The original Police Check is returned to the student.
- Follow up of students for whom Police Checks have not been recorded must be done in the two weeks before census date and students without a valid Police Record Check will not be permitted to undertake any clinical visits.

Students in later year and on Full-time Clinical Placement

- As students progress a year in their course they must obtain a new Police Record Check at the start of each year or at the end of the preceding year.
- The *Procedure for obtaining a National Police Record Check, Consent to Check and Release National Police Record* and *Student Consent and Release to The University of Melbourne of National Police Record* forms will be made available on TopClass and each School's website.
- Follow up of students who have not submitted documentation will be done at the latest in the two weeks before semester commencement.
- The *Student Consent and Release to The University of Melbourne of National Police Record* form must be signed by all students regardless of where their Police Record Check was obtained. This form is retained and filed by the School.
- The Police Check will be sent directly to the student who must bring it to their School Office for sighting. The original Police Check is returned to the student.

PROCESS IN THE CASE OF A DISCLOSABLE COURT OUTCOME

- If there is a disclosable court outcome, the student will be advised to meet with the Manager and the Head of School or their nominees.
- The student will need to write their own account of the incident and provide any necessary documentation, court papers, file numbers, statements, evidence.
- The nominated School staff will meet with the student to advise of the processes to be undertaken for the remainder of the course. They will need to meet with the Human Resources personnel at any clinical placement and disclose the results of the Police Check. The decision as to whether the student can continue in the placement will be made by the clinical placement staff. The student will be required to give the School written permission for a copy of the Police Record Check to be forwarded to each of their next clinical placing agencies four weeks prior to each placement's commencement if required under placement agreement.
- The student will subsequently obtain an up to date personal Police Record Check and approach clinical placements to request acceptance. If denied, student may be unable to complete their course and must be counselled to that effect.

THE UNIVERSITY OF MELBOURNE
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**Student Consent and Release to The University of Melbourne of
National Police Record**

Statement of Consent

- I have received, read and understood the Procedure for obtaining a National Police Check together with the information on privacy.
- I agree to the authorised officer of the University sighting the original police check for the purposes of my undertaking clinical training.
- If found to have an unsatisfactory police check, I am aware that I may not be able to undertake any clinical placements.

First Name:

Surname:

Student Number:

I am currently a student in (please tick box):

Year 1 Year 2 Year 3 Year 4

Postgraduate Specify PG course

Signature:

Date:

THE UNIVERSITY OF MELBOURNE
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Procedure for obtaining a National Police Record Check

Due to the nature of patient contact during your course, you are required to undergo a **National Police Record Check prior to the commencement of the course, and at the start of each subsequent year**. YOU WILL NOT BE PERMITTED TO UNDERTAKE any clinical placements unless you obtain and show your School Office a Police Record Check. For most applicants a Police Record Check will usually take Victoria Police approximately ten working days to process the application and forward a reply. If you follow the procedure detailed below, you will only be charged the subsidised rate of **\$13.70**. International students and students who studied outside Australia in the last year must obtain a Police Record Check from the country in which they spent that year. No subsidised rates apply to international Police Record Checks.

Information Privacy

The University of Melbourne is required to handle your personal details responsibly.

Purpose for which the information is collected

The purpose is to enable you to undertake clinical placements. Police checks are necessary for all staff, students and volunteers working with children, the elderly and vulnerable people.

To whom the University discloses information

Only your name, the fact that you have a satisfactory police check and the date it was obtained is provided to third parties where you are undertaking your placement. After the authorised officer in your School Office has sighted the Police Record Check, it will be returned to you. You will need to produce it on demand at any clinical placement you subsequently attend. All handling of your National Police Record Check is conducted in accordance with the requirements of the Victoria Police: *Police Records Information Release Policy*.

The laws which require particular information to be collected.

The organisations where you undertake your clinical training are required by law to obtain this information. The University has a duty to ensure students complete satisfactorily all aspects of their course which includes clinical placement with these organisations.

Main consequences if you do not provide the information

You will not be able to undertake clinical placements where a Police Record Check is required and cannot, therefore complete the academic requirements of your course.

You are also referred to The University of Melbourne Privacy Policy at <http://www.unimelb.edu.au/unisec/privacy/>.

The process for obtaining a National Police Record Check

1. Complete the *Consent to Check and Release National Police Record* form which is available from the Victoria Police website at: http://www.police.vic.gov.au/content.asp?Document_ID=274

2. Enter the following details on the form:

Section 1: Applicant Details

Enter all information as requested. The *Current Residential Address* must be your current LOCAL (i.e. Victorian) address.

Section 2: Type of Check/Fees

Tick the *National Name Check* box.

Section 3: Purpose of Check

Tick the *Employment, voluntary work or occupation related licensing* box. Enter “*Medical Student*” in the box provided for the TYPE of position.

Section 4: Statement of Consent and Indemnity

You must enter your personal (Victorian) address to have the Police Check sent to your home address. However you **MUST** ensure that you bring the original Police Record Check to the School Office to be checked off.

Sign as the applicant in front of a witness. The witness also has to sign and date the form. You must keep the Police Check with you when attending any clinical placement.

3. Obtain signature of authorised person

Section 7 - Declaration of Volunteer/Student Status can only be completed by a person authorised by Victoria Police. The following people are authorised:

Professor Dawn Dewitt – Clinical Dean, Rural Clinical School - Shepparton
Associate Professor Geoff McColl – Clinical Dean, RMH/Western Hospital Clinical School
Associate Professor Wilma Beswick – Clinical Dean, SVH and Geelong Hospital Clinical School
Associate Professor Gillian Webb – Head, School of Physiotherapy
Ms Kate Taylor Faunce – Academic Programs Manager, School of Physiotherapy
Ms Pauline Collins - Team Leader, Postgraduate Programs, School of Physiotherapy
Ms Sandra Turner – Manager, School of Dental Science
Ms Linda Southgate – Academic Programs Manager, School of Nursing and Social Work
Dr Richard Frampton – General Manager, Faculty of Medicine, Dentistry and Health Sciences
Ms Catherine Wills – Academic Services Manager, Faculty of Medicine, Dentistry and Health Sciences
Ms Mary Angelico – School of Medicine, Personal Assistant to the Manager
Ms Rebecca Astles-Phillips – School of Medicine, Administrative Assistant
Mr Keith Brockett – School of Medicine, Postgraduate Enquiries Officer
Mr Neville Mabothe – School of Medicine, Manager, Coursework Programs
Ms Jennifer Mainland – School of Medicine, Postgraduate Coordinator
Mr Paul Munnerley - School of Medicine, Administrative Officer
Ms Alison Temperley - School of Medicine, Administrative Officer

Failure to have the form completed by one of the above people will mean that you are unable to access the subsidised rate of **\$13.70** for the Police Check.

Lodge the *Student consent and release to The University of Melbourne of National Police Record* form with the person who authorises your Police Check.

4. Please read all the information in Sections 5 and 6 before posting your form and attachments.

If you have already undergone a Victorian National Police Record check within the past 12 months, you may submit the ORIGINAL Police Check for sighting and *Student Consent and Release to The University of Melbourne of National Police Record* form to your School Office. Copies will not be accepted.