



POLICY STANDARD 6

CRIMINAL CHECK

POLICY:

Pablos will ensure that unless there are exceptional circumstances, no person shall be employed, on either a paid or voluntary basis, if that person has a criminal conviction for crimes of violence against the person, sexual crimes or for dishonesty

PROCEDURE:

- ◆ All prospective staff and volunteers will be required to complete and sign the Pablos Criminal Check Consent Form.
- ◆ The individual is to indicate any previous or pending convictions (apart from minor traffic convictions) in the space provided.
- ◆ If any concerns arise as to the validity of this declaration Pablos has the right to request that the proof of any convictions held or pending is provided.
- ◆ In special circumstances a person with a criminal, other than a minor traffic offence, may be employed. Decisions will be not be made without the consent of the management committee.
- ◆ Support and supervision practices will be implemented where appropriate.
- ◆ Pablos will have the authority to veto any employment contract should there be any misrepresentation of criminal convictions.

OUTCOME:

Pablos will only employ staff or volunteers that are appropriate and who have signed the Criminal Check Consent Form.

SUPPORTING DOCUMENTS:

- Criminal Vetting Service Request & Consent Form