



# OCEAN TIDINGS

15 Ocean Road  
DAWESVILLE WA 6211  
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*Every Child Matters, Each Moment Counts, Everyone Belongs*

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**Week 1 - Term 4, 14 October 2021**

## **News Flash**

### **Nationally Co-ordinated Criminal History Check for Volunteers**

To maximise the safety of students, staff, community and visitors to Ocean Road Primary School, we have introduced a requirement for volunteers to complete a Nationally Co-ordinated Criminal History Check.

The decision as to whether a volunteer should be screened for criminal convictions is to be made by the principal and should take into account whether the person will have access to students, money, confidential information, and/or valuables.

The requirement to complete a Nationally Co-ordinated Criminal History Check includes, but is not limited to, the following volunteer categories:

- School Board
- Canteen
- Breakfast Club
- P&C members who work directly with students and/or have access to money
- Office administration and library
- MultiLit
- Regular, ongoing classroom support (including specialist areas), i.e. over five days within a school year
- Excursions where the volunteer undertakes supervisory responsibilities over children other than their own

People who are required to consent to a Nationally Co-ordinated Criminal History Check, will be able to do so at a reduced fee (\$10). Details on how to apply are on the reverse.

Thank you for your support.

Regards  
Narelle Finlay  
Principal

## National Co-ordinated Criminal History Check for Volunteers

How to apply:

- Applicants should apply online at **education.wa.edu.au/ncchc** and then submit their Summary Sheet together with four (4) items of identification.
- The fee for your Nationally Co-ordinated Criminal History Check is \$10 which can be paid online via credit card.
- All applicants must provide four (4) items of identification (please refer to the **Identification Requirements and Photograph Verification** information sheet on the website).
- Your original ID documents must be sighted and your identity verified. One document must contain a photograph of you. If you provide identity documents in a former name, e.g. maiden name, you must provide evidence of the name change in addition to your four identity documents.
- Please make an appointment to see the Manager Corporate Services by phoning the school on 9584 7150 or emailing [oceanroad.ps@education.wa.edu.au](mailto:oceanroad.ps@education.wa.edu.au). Please bring your completed Summary Sheet and the **original** documents listed on your Summary Sheet to the appointment so your identity can be verified.
- The Manager Corporate Services will then complete the Photograph and Identity Verification section of your Summary Sheet and email the completed application, including copies of your certified identification documents, to the Screening Unit.
- Please note some applications may take up to three weeks to be processed, but in most cases, the result will be available within one week.
- Your information will be processed through the Australian Criminal Intelligence Commission. If no criminal history is identified, you will be cleared and allocated a Screening Clearance Number (SCN). You will be notified of this by mail and SMS (if a mobile number is provided).
- Please provide a copy of the notification letter to the Manager Corporate Services upon receipt. Once your SCN number has been received you will be able to commence as a volunteer at the school.
- Your screening check must be renewed once every three years if you continue to volunteer at the school.
- Please refer to the website **education.wa.edu.au/ncchc** for further information.