



YMCA Geelong – CRIMINAL HISTORY RECORD CHECK POLICY

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 139-O	12/02/2026	14/10/2025	APPROVED

1. CRIMINAL HISTORY RECORD CHECK POLICY

2. INTRODUCTION

YMCA Geelong is committed to keeping our staff, patrons, clients and members of the public safe by undertaking thorough pre-employment screening in the form of national criminal history record checks (NCHRC).

3. POLICY

All new employees and volunteer appointments to YMCA Geelong who are over 18 years of age are required to undergo a National Criminal Record Check (NCHRC) at the commencement of their engagement and **a result is required prior to commencement of the first face to face service shift**. A previous NCHC shall not be relied on for this purpose.

- 3.1** A new employee will not commence work until YMCA Geelong has processed the NCHRC on our internal system, and the result is known on the YMCA Geelong criminal record history check system.
- 3.2** A new volunteer will not commence work until YMCA Geelong has received a NCHRC, and the result is known and approved by YMCA Geelong.
- 3.3** A new volunteer must provide a NCHRC that was dated no more than 6 months prior to the date received by YMCA Geelong.
- 3.4** All new employees will receive an onboarding email from Employment Hero with instructions to complete their National Criminal History Record Check (NCHRC). This can be done either through the CrimCheck website or by submitting the NCHRC form along with the required documents.
- 3.5** Employees and volunteers will receive an email three months before their 18th birthday, requesting them to complete a National Criminal History Record Check (NCHRC) prior to turning 18.

4. Payment of the National Criminal History Record Check (NCHRC)

4.1 The Y Geelong will pay for the processing of staff National Criminal History Record Check (NCHRC)s.

4.2 Volunteers are required to process and pay for their NCHRCs

5. Authorised Personnel

Designated senior staff will receive NCHRC results from the People and Culture Director and determine employment suitability based on the findings.

6. Re-Checking

A new Criminal Record re-check may be requested during employment or volunteering at the discretion of the YMCA Manager or the People and Culture Team, if deemed necessary.

7. Determining Relevant Criminal History

In accordance with the Australian Human Rights Commission Act 1986, if an employee is denied employment or dismissed based on a criminal record, there must be an inherent link between the criminal history and the requirements of the job.

It is the discretion of the Authorised Personnel to determine whether a particular crime history is relevant to the position of employment and if the appointment or continued employment would put YMCA Geelong at risk.

8. Exemptions

Certain circumstances may need to be considered when conducting a National Criminal History Record Check (NCHRC), specifically the applicant's age (if a minor) and the length of time they have resided in Australia. In such cases, it is at the discretion of the relevant CEO or delegate to determine whether an NCHRC is required.

9. International Police Record Checking

If a staff or volunteer has lived overseas for at least six (6) months in the last five (5) years, they are required to complete an International Police Check (IPC). This check should be obtained before they commence at the Y. More information on how to obtain an international police check can be found at the following link <https://auspost.com.au/police-checks/international>

If an International Police Check (IPC) cannot be obtained from a specific country, the candidate must provide a statutory declaration or a legally recognised equivalent. This document must detail the efforts made to obtain the check and include a full disclosure of any charges or convictions related to child abuse or exploitation.

If an adverse result is identified from this check—similar to a National Criminal History Check—a risk assessment form must be completed to evaluate the candidate's suitability.

If an IPC has been obtained in the past six (6) months, Y Geelong will accept this as a suitable International Police Record Check. The candidate must pay for the IPC to be completed and provide evidence prior to the Letter of Appointment becoming valid.

10. Adverse Finding/ Risk Assessment-

An NCHRC differs from the WWCC; it provides a list of any offences a person has committed prior to the date the certificate is granted.

The Y's must ensure that a NCHRC, is obtained by all Y People, and is verified prior to their commencement. Where the NCHRC is not obtained and verified prior to commencement, the Y will implement the following risk management strategies:

- limited child related duties
- constant supervision
- Seeking approval from the CEO in writing for the exemption or delayed processing.

Details relating to the Y Person's attempt to obtain the check must also be recorded in their file.

If an adverse check reveals an offence related to a child or young person, the candidate is deemed unsuitable for employment or volunteering—this is non-negotiable. For all other adverse findings, a risk assessment must be conducted using the appropriate template to determine whether the recruitment may proceed. If employment or engagement continues, appropriate risk mitigation strategies must be implemented.

10.1 Things to consider regarding an adverse check include:

- The offence type
- Age of the applicant at the time of the offence
- Time lapse since offence was committed
- Frequency of offences
- individual's explanation of the offence

National Criminal Record History Check Risk Assessment Template

Name of applicant:		
Post/role applied for/current post:		
Level of risk assessment required (Green – low level, Amber – medium level, Red –high level)	Green – no risk assessment needed (explain why?) <input type="checkbox"/>	Amber – Safeguarding Lead to carry out risk assessment <input type="checkbox"/>
		Red – Safeguarding Lead and HR to be present at risk assessment <input type="checkbox"/>
Question	Yes/No	Please provide details
Has the applicant declared any criminal convictions, cautions, reprimands, final warnings in Australia or any other country, or are they under police investigation?		
Is this a single offence or has there been more than one offence?		
Has any other relevant information been provided?		
Nature of conviction(s) or police intelligence disclosed		
Offence(s):		
Date of caution/conviction		
Sentence received:		
Age at time of offence(s)		
Current age:		
Length of time since conviction(s)		
Other relevant information /comments:		

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Date of Interview:		Time/location of Interview:	
Interviewer one name:		Role:	
Interviewer two name:		Role:	
Other person's present			

Question	Please provide details
Do you agree that the information on the disclosure is correct? If not, why?	
What were the circumstances surrounding the offence(s)?	
How do you feel about the offence?	
What efforts have been made to prevent reoffending?	
Additional questions:	
Are you subject to any police investigations at present? (If so give further details)	
Is there anything else you would like us to consider?	
Why do you want to work for the Y?	

Question	Yes/No	Please provide details
Have the individual's circumstances changed since the offence(s)? If so, how?		
Is/Are offence(s) relevant to the worker's position?		
Is the applicant taking part in a specific remedial/action program?		
Does the nature of the job present any opportunities for the post holder to re-offend in the place of work? If so, how?		

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Does the job role involve regular one-to-one/unsupervised contact with vulnerable groups and/or colleagues?		
Does the post involve direct contact with the public?		
Does the position involve direct responsibility for finance or items of value?		
Does the position involve a significant level of trust i.e. physical treatment or caring for people?		
Were suitable references obtained and ID checked? (If references gave cause for concern, please state details)		
What level of supervision does the post holder receive?		

Summary of risk assessment:

Outcome:	<input type="checkbox"/>	Approve (no conditions)	
	<input type="checkbox"/>	Approve (with conditions) – State:	
	<input type="checkbox"/>	Reject (give reasons)	
Signed:		Role:	
Date:			
Date applicant was informed of result			
Response from applicant			
Audited by:	Date, comments and learning shared:		

11. DEFINITIONS

Authorised Personnel - Designated Senior Managers including, but not limited to Chief Executive Officers, People and Culture Director who are required to make decisions about suitability of employment.

12. SCOPE

The Criminal History Record Check Policy applies to YMCA Geelong Inc. and applies to YMCA Geelong employees and volunteers.

13. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
CEO	Oversee the implementation of the Criminal History Record Check Policy and ensure the policy cycle is implemented.
People and Culture Director	Undertake NCHRC on behalf of organisation and provide reporting as per procedural requirements to Managers. Receive NCHRC results and make decisions about suitability of employment.
Managers (Recruiting Manager or Officer)	Comply with the policy and any related procedures. Receive payroll report (as outlined in the procedure) to confirm NCHRC have been completed.

14. MONITORING, EVALUATION AND REVIEW

Compliance with this policy will be evaluated in two ways:

- Through the Payroll System by checking that all employees have Criminal History Record Check recorded.
- Through volunteer databases by checking that all volunteers have Criminal History Record Check recorded.

This Policy will be monitored by the Senior Leadership Team, People and Culture Director reviewed three yearly basis.

15. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YG 139-O Criminal History Record Check Policy V7 (APPROVED)

Created: 11/02/2014

Updated: 08/02/2016, 28/03/2019, 13/05/2021, 12/02/2026

Approved: 04/04/2019/ 28/01/2022, 14/10/2025, 12/03/2026

Next Review: 12/03/2029

Australian Human Rights Commission Act 1986

Approved by: CEO

Meeting number and date: 23/02/2016

Resolution number:

Effective date: 23/02/2016 ,04/04/2019

Review date: 08/02/2019, 28/03/2019

Policy Owner: CEO

Contact Details policy owner: Ph: 5221 8344 E: geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V2	08/02/2016	Shona Eland	Updated International Police Record check requirements.
V3	28/03/2019	Chris Mawson	<p>Clause 3 added A new employee or volunteer will not commence work until the result is known on YMCA Geelong criminal record history check system</p> <p>Agency Personnel Designated Senior staff will receive NCHRC results and make decisions about suitability of employment from the People and Culture Director.</p> <p>Re-Checking Re-checking is required by YMCA Geelong a minimum of every three years however It is at the discretion of the YMCA Manager if a new Criminal Record Check is required between this period of time.</p> <p>International Police Record Checking added Any applicant who has resided overseas</p>

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			<p>will be required to contact the relevant overseas Police Force to obtain a Criminal or Police Record Check and produce this as evidence to the People and Culture Director for assessment prior to commencing employment at YMCA Geelong</p> <p>Victoria Police and CrimTrac accredited agencies do not conduct international police checks.</p>
V4	13.05.2021	Adele Andrew	Update International Police Record Checking to new National Safeguarding Guidelines from 23.03.2021.
V5	28.01.2021	Shona Eland	<p>Include Adverse finding included. Risk Assessment Template added Policy Clause add to include under 18 years International Police Record Check procedure updated Update Renewal of NCRPC timelines- delete three years and changed as required throughout employment</p>
V6	14/10/2025	Adele Andrew	<p>All new employees will receive an onboarding email from Employment Hero with instructions to complete their National Criminal History Record Check (NCHRC). This can be done either through the CrimCheck website or by submitting the NCHRC form along with the required documents.</p> <ul style="list-style-type: none"> • Added clause 3.1 All new employees will receive an onboarding email from Employment Hero with instructions to complete their National Criminal History Record Check (NCHRC). This can be done either through the CrimCheck website or by submitting the NCHRC form along with the required documents.

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			<ul style="list-style-type: none"> • Added at the commencement of their engagement and a result is required prior to commencement of the first face to face service shift. • Tidied up grammar and spelling • Updated formatting to include clause numbers. • Changed Clause 4 Agency Personnel to Authorised Personnel • Changed Clause 13 to Senior Leadership Team • Removed old logo and inserted new logo
V7	05/03/2026	Adele Andrew	<ul style="list-style-type: none"> • Inserted Clause number 3.1 to 3.3 • Removed the word Volunteer from Clause 3.1 • Added Clause 3.2 and 3.3 • 16. Added Clause 4 Payment of the National Criminal History Record Check (NCHRC) • Added the words new and or volunteering to Clause 6 • Tidied formatting

As adopted by the YMCA Geelong on 12/03/2026



Chief Executive Officer YMCA Geelong Inc