

Ardoch's approach to responding to disclosable outcomes from Criminal History Checks

Background

Ardoch requires all employees and volunteers to have a Working with Children (WWC) checks. If you are ineligible for a WWC check, then you will not be able to work or volunteer with Ardoch.

Ardoch also requires all employees and some volunteers to undertake a National Criminal History Check, and in some cases International Police Checks (together referred to as "police checks"), as part of our screening process. Police Checks provide an additional layer of screening to (WWC) checks. They help Ardoch to determine a person's suitability for a role, as they can identify offences (for example theft, fraud, some drug offenses and driving offenses), that might mean a person is not suitable for a particular role but do not prevent someone from obtaining a WWC check.

A disclosable outcome is when a police check is not clear. For example, the check discloses information relating to court convictions (including penalties and sentences), charges, findings of guilt with no conviction and traffic offences.

Does having a criminal history mean I cannot work or volunteer with Ardoch?

Not necessarily. Having a criminal history does not automatically mean you cannot work or volunteer at Ardoch. If your police check has a disclosable outcome, Ardoch will assess the situation on a case-by-case basis, considering things like the type, frequency, and recency of the offences in determining whether you are able to take on a role.

What is the process Ardoch applies to assess disclosable outcomes?

If a police check results in a disclosable outcome, Ardoch will advise you of the outcome and give you an opportunity to comment and provide additional context.

Ardoch evaluates all disclosable outcomes against a decision-making matrix (see Page 2). Depending on the category of the outcome in the matrix, the CEO or the Board will need to approve your being able to volunteer with, or be employed by, Ardoch.

For some very minor offences (for example, historic speeding offences), Ardoch may decide before even speaking to you that you remain eligible to volunteer or work with it. Ardoch will still inform you of the disclosable outcome and advise you that it will not impact your volunteering or employment opportunity.

For extremely serious offences (for example, sex trafficking), Ardoch will automatically exclude you from volunteering or working with it. Ardoch will still inform you of the disclosable outcome and advise you of the automatic exclusion.

For other offences, Ardoch will contact you to discuss and better understand the circumstances, following which the CEO or Board will determine whether you are able to work or volunteer with Ardoch.

How does Ardoch make a decision?

When assessing the impact of a disclosable outcome on employment or volunteering decisions at Ardoch, Ardoch seeks at all times to prioritise the safety of children and young

people, while ensuring that applicants are treated fairly, taking proper account of the nature of the offence, the relative seriousness of the offence, and the perceived risk of potential harm to children from the individual volunteering or being employed by Ardoch.

What is Ardoch’s decision-making matrix?

The below table is an abbreviated version of the disclosable outcomes decision-making matrix to give an example of the types of offences in each category. The matrix is not designed to list all offences, but to guide decision-making.

Category	Examples of offences
<p>RED Offences that result in automatic exclusion to volunteering or employment with Ardoch</p>	<p>Being a registered sex offender</p> <p>Convicted of an indictable offence, which included:</p> <ul style="list-style-type: none"> • Drug trafficking • Murder • Sexual offences • Theft • Dangerous or reckless driving resulting in serious injury
<p>AMBER Offences that require a review of the specific circumstances of the offence and other relevant information and formal consideration and decision by the Board</p>	<p>Convicted of summary offences within the past five years.</p> <p>Convicted of:</p> <ul style="list-style-type: none"> • Drink driving • Negligent driving resulting in serious injury • Dangerous or reckless driving but without resulting in serious injury <p>Convicted of any other driving offences, where the Ardoch role would involve driving other people in the course of duties.</p>
<p>GREEN Offences that require review and decision by the CEO. Some offences in this category may require a review of the specific circumstances of the offence and other relevant information, before being assessed and decided upon by the CEO.</p>	<p>Summary offences that occurred more than five years ago without further offences, such as:</p> <ul style="list-style-type: none"> • Offensive behaviour • Public nuisance • Minor property damage • Minor assaults <p>Offences involving driving that do not fall in the above categories, such as:</p> <ul style="list-style-type: none"> • Speeding infringement

Note: Any cases that do not clearly fall within the amber or green categories will be considered as falling within the amber category.