

Circular

Title: National Police Check

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To: All Presidents and Secretaries

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What is a National Police Check ?

A National Police Check (NPC) in South Australia is a criminal background check conducted by South Australian police agencies for residents of the state.

These agencies review the applicant's name through their criminal record system to identify any disclosable court outcomes (DCOs). If any DCOs are found, they will be listed in the applicant's criminal background check results. If no DCOs are found, the results will indicate a No Disclosable Court Outcome (NDCO).

Who needs an NPC?

Background checks are a key component of the overall screening and selection process during recruitment of both volunteers and employees. Screening is mandated by legislation in certain situations and is recommended for volunteering positions that involve risks, such as financial malpractice, and working with vulnerable individuals.

While police checks are not required for all volunteers, club committees should assess the risks associated with engaging volunteers. This should be conducted by considering the direct requirements of the position(s) and the nature of any existing criminal records. Committee and club positions requiring a background check based on a risk assessment, will include consideration to:

- The organisation's goals and purpose
- The nature and duties of the position, including any public visibility which may apply
- Any specific risk factors such as: opportunity for financial malfeasance; contact with vulnerable people; driving duties, money management etc

The are required standards for committee members of incorporated associations and this relates to specific offences that may require permission from the Office of Consumer and Business Affairs for a volunteer to join a committee or this may prevent someone from being allowed to be a committee member.

Please read the fact sheet from CBS to understand these requirements – [Requirements for Members Fact Sheet](#)

How is an NPC different to a Working with Children Check (WWCC)?

A WWCC is an assessment of a person's eligibility to work or volunteer with children.

An NPC is a list of criminal offences from a person's history which can be disclosed. An NPC is current only at the time of its issue and is strictly supplementary to the WWCC.

NPC using a VOAN.

Rowing SA has been provided with a VOAN number. This is a volunteer organisation number that allows to National Police checks to be provided, through SAPOL, **for no cost**.

Each club will require a nominated person to be authorised to allow these checks to be processed for free. If the VOAN is not utilised there is a cost to obtain an NPC.

Each club requires a nominated person, to complete this process. The details of that person must be provided via this [form](#) to enable Rowing SA to add that authorised person to the Rowing SA account. The following details are required:

Full Name
Email
Position at Club

This nominated person will then be authorised to submit volunteer police check applications to South Australia Police at no cost. Clubs can obtain NPCs via a registered organisation or via SAPOL - this will incur a cost and cannot be charged back to Rowing SA.

How to apply for a police check

Step 1: Complete an [application](#) form

1. Complete a police check application form [online](#) then print it out. Download the application form and refer to the Frequently Asked Questions.
2. Download this application form and fill out by hand or get a form from your local police station and complete it by hand.

Step 2: Check your proof of identity

- Check that you have 100 points of original identification
- A list of what SAPOL accept is provided on the application form.

SAPOL Website - <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

Please do not hesitate to contact me if you have any other questions or need assistance with this.

Warm regards,

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