



Rotary Club of Port Lincoln Inc.

PO Box 1551 Port Lincoln SA 5606 ABN 22 841 716 775

Club Dinner Meetings held weekly on Tuesdays 6.00 for 6.30 pm.

Ravendale Community Sports Centre, 40 Stamford Terrace, Port Lincoln.

Website: www.rotarylincoln.com.au

Club Email: mail@rotarylincoln.com.au

10 February 2010.

Dear Rotarians, Wives and Partners,

Re: NATIONAL POLICE CERTIFICATE (POLICE CHECK) REQUEST;

(As an integral part of Rotary International's Child Protection Policy.)

All the volunteers participating in Rotary Youth Programs are placed in a position of trust.

These volunteers include Rotarians, their wives or partners and non-Rotarians who have regular contact with any of the youth in the programs listed below.

It also includes those siblings, 18yrs of age or greater, who are still residing with a RYE host family for instance.

Your Rotary District and Club each have a responsibility to ensure that this trust is substantiated prior to your participation, and everyone is safe.

To this end, all volunteers dealing with youth in Rotary Programs are required to undertake a National Police Check prior to participating in any of the programs, and again every three years thereafter.

It is very important that you action this request to ensure the continuity of your volunteer activity and even more, for the compliance and continuity of these Rotary Programs under the Rotary International banner, for which both District 9500 and the Clubs are ultimately accountable.

Under the RI Child Protection Policy, a National Police Check on its own is of minimal value; and depending on your area of participation, will be used together with the details from a formalised interview conducted by two nominated Rotarians from your Club.

If the latter is the case, you will also have to nominate three referees from outside of your Rotary Club to vouch for your suitability, applicable to your role in the programs.

Please note that you are not required to pay for this National Police Certificate.

The following programs are those our Club is most likely to continue to be involved with or participate in, in the future;

Rotary Youth Exchange. **RYE** Long or Short Term. (15 -18 yrs) HS Students.

Rotary Youth Program of Enrichment. **RYPEN** (14-17 yrs) HS Students

Rotary Youth Leadership Awards. **RYLA** (18-25yrs) HS or TAFE Students or younger employees.

Rotary Youth Driver Awareness Program **RYDA**. (18-25yrs) " " " " " .

The South Australian Police have recently made a number of changes to the process for applying for a National Police Certificate (Police check).

Volunteers are now encouraged to fill out an on-line form by visiting the SAPOL website at www.police.sa.gov.au Please click on 'Police Checks' on RHS, open the document and type in the data requested of you, then print off the form ready to present it at your local police station with 100 points of ID.

For those people who do not have access to a computer or the internet, hard-copy application forms can be obtained from your local police station, or from your Club's Child Protection Officer.

On the Form; Please ensure that you check the appropriate box for SAPOL to post the Certificate to, and at the bottom of page 1 check the relevant boxes for; Category – 'Working with Children /vulnerable groups' and Check Type - 'VOAN Volunteer' (VC)

Once you have completed the forms, by hand or printed it if you were online, bring it to your local police station with 100 points of ID. (Refer details on page 2 of application for types of ID). The police station will stamp the form and attach a photocopy of your identification documents and hand it all back to you.

Please take the application forms and the copy of your ID documents to your Club's Child Protection Officer (Greg Patterson) who will sign the forms and include on it, the specific Volunteer Organisation Authority Number (VOAN) number applicable for our Rotary District Volunteer process, and ultimately send to the SA Police on your behalf.

Once the police clearance has been completed, the Certificate it will be posted to you. This will give you the opportunity to review the information for accuracy.

You will then give the Certificate to the Club's Child Protection Officer, for him to note in the records that it has been sighted, and return the Certificate to you for your own safe- keeping.

If you already have a National Police Certificate on behalf of your employer or some other volunteer organisation, we still prefer you to apply for one via this process, for the specific Rotary requirements and records, remembering that it doesn't cost you anything!

If you have any further queries;

Please contact the Club's Child Protection Officer, Greg Patterson, or discuss any issues with your President, Secretary, or RYE Student Counsellor, who are aware of the process.

The SAPOL website section on NPCs has a list of FAQs as well, which may help you get sorted.

We thank you in anticipation,

Yours in Rotary Service,



David Johnston
President 2009-10
Rotary Club of Port Lincoln Inc.
D9500 YEC Scandinavian Representative

“Service above self”