

# **PNH** *Preston Neighbourhood House Inc.*



“Leading our community towards greater independence and quality of life.

**218 High St, Preston, 3072**

**Tel: 94845806 Fax: 94841604**

**Email: office@prestonhouse.org.au**

**ABN 6680 185 7062**

## **POLICE CHECK / WORKING WITH CHILDRENS' CHECK**

### **1. AUTHORISATION**

The Preston Neighbourhood House Committee of Management adopted this policy for 2009.

### **2. REVIEW DATE**

**This policy shall be reviewed on or before December 2011**

### **3. SCOPE**

*To whom does this policy apply and when?*

- *Staff and volunteers at the Preston Neighbourhood House working with children and older adults.*

This policy is explained through:

- Child Care
- Human Resources Management,
- Equal Opportunity and Non-Discrimination,
- Employment.

In additions reference should be made to:

- \* Grievances, Complaints & Appeals
- \* Staff Induction

### **4. DEFINITIONS**

Words or phrases that are special to this policy or procedure, which might be unfamiliar or misinterpreted.

- **This policy refers to the Rights and Responsibilities of all stakeholders engaged in the daily operations of the Preston Neighbourhood House.**
- **It encourages tolerance and acceptance of diversity within our House community.**
- **It supports the Equal Opportunity and Non-discrimination policies of Preston Neighbourhood House.**

## 5. POLICY

### VALUES

#### **MISSION STATEMENT:**

***“Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development”***

### PURPOSE

#### **RATIONALE FOR REQUIRING POLICE CHECK**

The role of community based providers of adult education in promoting and supporting learning is:

- to contribute to the skills and knowledge base of its community,
- to facilitate participation in community life and in all aspects of its planning and delivery,
- to contribute to the development of social & learning networks – in supporting staff and tutors – at local, regional and statewide levels,
- to provide and foster community leadership and action.

The purpose of this policy is to ensure that children in child care and older adults are able to have their needs met and pursue their goals to the best of their ability. The planning and delivery of the program and the development of policy and practice remains consistent with these principles.

A Victorian Police Check or A Working with Childrens’ Check may be required by the Manager, prior to consideration of employment of a staff member.

The Working with Childrens’ check is a requirement of the Department of Human Services before staff are able to commence work with or be in the vicinity of children or vulnerable adults.

The Working with Childrens’ Check is current for 5 years. The Manager is required to update the records of each “check” annually.

The Primary Nominee of Childcare and each representative of the Nominee is also required to have a current Police Records Check.

## **6. PROCEDURES**

- \* The Manager/Office Manager will inform the “applicant” at their initial meeting of the need for a Police Check or a Working With Childrens’ Check if the position in question requires it.
- \* Supply the “applicant” with the appropriate documentation and clarify any issues with its requirements.
- \* The “House” will pay the application fee re Child Care staff, volunteers and appointed staff.
- \* The Manager (or his/her deputy) is required to sight the Police Check for notation in our personnel records.
- \* The Manager is required to photocopy the staff member’s Working With Childrens’ Check for notation in our records.
- \* The “applicant” is to retain the original document.
- \* Committee of Management members, staff, and volunteers will be caring, compassionate, supportive, discrete and sensitive to the needs of all involved in the Neighbourhood House. All personal information must be treated as strictly confidential.

## **7. IMPLEMENTATION SUPPORT**

### **7.1 COMMITTEE STRUCTURE**

It is the responsibility of the Committee of Management to ensure that all staff and users are aware of this policy and that it is implemented within the centre.

### **7.2 KEY RESPONSIBILITIES AND AUTHORITIES**

- \* The Manager will be responsible to work with staff to ensure this policy is implemented within the centre.
- \* The policy may be viewed in the centre Policy Book.
- \* A copy of the Code of Conduct will be given to all participants upon enrolment.
- \* The Committee of Management must formally approve any alterations to this policy and set due dates for review.

## **8. EVALUATION**

- \* Is the policy being successfully implemented?
- \* Have any implementation issues occurred which need to be referred to C.O.M.?

*New Participants are advised to refer to attachment -  
“Overview of Preston Neighbourhood House”*

## ***OVERVIEW OF PRESTON NEIGHBOURHOOD HOUSE***

### ***OUR HISTORY***

**Preston Neighbourhood House** grew out of the **Northern Resources Centre** which was established by the Preston Church of Christ to provide:

- a base for local community groups;
- assistance for people in need.

The particular needs of individuals and groups from a Language Background Other than English (LBOTE), were a key focus of the Northern Resources Centre.

In 1982 the **Preston Neighbourhood House Inc** was established to expand the scope of the **Northern Resources Centre**. Responding to an identified need for opportunities and support for individuals, families and groups to increase independence and quality of life, it aimed to provide opportunities for:

- social interaction;
- mutual support;
- skill development.

Over the years, Preston Neighbourhood House has evolved as an organisation;

- offering a wide range of further education, personal development and leisure courses and activities;
- providing occasional child care;
- supporting various self help and common interest groups;
- taking a leadership role in the inclusion of people with disabilities in its programs;
- linking people with other local services.
- Providing Grief/Loss counselling through volunteer counsellors at no/low cost.

### **OUR COMMUNITY**

Preston Neighbourhood House encourages the participation of all members of the local community. Programs are developed with a focus on meeting the needs of:

- people on low incomes;
- people who are isolated;
- women at home with young children;
- people who are unemployed;
- people of a *Language Background Other Than English* (LBOTE);
- people with a disability;
- older adults.

## OUR RANGE OF PROGRAMS

### Courses & Activities for Adults

- English Language Studies
- Computer & Internet Training
- Personal Development
- Cooking & Gardening
- Health & Fitness
- Arts & Crafts

### Children's Activities

- Occasional Child Care (*4 sessions per week*)
- Playgroups

### Cultural, Support & Common Interest Groups

- Al Anon
- Anglicare Parents group
- Co-As-It: Italian Workcover Support Group
- Families Anonymous
- Greek Women in the North – Dancing Group
- North Eastern Melbourne Chinese Association
- Preston Chess Club
- Scribes - Calligraphers Group
- Standing Strong – for women who have experienced domestic violence
- Tamil Ethnic School

### Special Activities

- Camp Getaway – Subsidised Holidays for Low Income Families.
- Yooralla Society – Northern Creative Community Adventure