



MANDATORY CRIMINAL HISTORY CLEARANCES FOR CHILD SAFE POLICY

ALL COACHES COACHING CHILDREN UNDER THE AGE OF 18 YEARS ARE REQUIRED TO OBTAIN A CRIMINAL HISTORY CLEARANCE (NATIONAL POLICE CERTIFICATE)

- Each School/Club will be required to keep a record of all their nominated coaches' Criminal History Clearance IDs and expiry dates. If your Coach already has a Criminal History Clearance, please verify that it is current and record the information ready to pass on to EDNA on form to be supplied at beginning of Season.
- If you have a Coach of children under the age of 18 years and they do not have a Police Check, then this is what needs to be done.
 1. Download and **COMPLETE THE FORM (PD267)** at http://www.sapolice.sa.gov.au/sapol/services/information_requests/police_checks.jsp
 2. Take the completed form with 100 points of **ORIGINAL** identification (and photocopies thereof for certification) to a Police Station or JP.
 3. Once the form (PD267) is authorised (and the photocopies certified), give the form and the photocopies to the Court Supervisor where you are located, and they will hand them to the Association Secretary.
 4. The Association will then complete the VOAN details and send it off to South Australia Police (SAPOL).
 5. Once completed, **THE COACH** will receive the Police Check from SAPOL in the mail.
 6. The School/Club Coordinator will then need to view the Criminal History letter, to ensure clearance to work with children, and record the id number and expiry date ready to forward to EDNA for its records.

100 POINTS with at least one form of ID from Category A required

CATEGORY A		CATEGORY B	
PASSPORT	70	MORTGAGE DOCUMENTS	35
BIRTH CERTIFICATE (NOT EXTRACT)	70	SENIOR'S CARD	25
CITIZENSHIP CERTIFICATE	70	PROOF OF AGE CARD	25
DRIVER'S LICENCE	40	MEDICARE CARD	25
		COUNCIL RATES NOTICE	25
		INSURANCE RENEWAL (NOT HEALTH)	25
CATEGORY B			
PUBLIC SERVICE EMPLOYEE ID CARD	40	BANK STATEMENTS (SEPARATE ACCOUNTS TO BANK CARDS)	25
TERTIARY EDUCATION ID CARD	40	BANK CARDS (MAX 2)	25
CENTRELINK CARD	40	ELECTORAL ENROLMENT CARD	25
VETERAN AFFAIRS GOLD CARD	40	RENT RECORDS (RECENT)	25
SECURITY LICENCE	40	PROOF OF NAME CHANGE (DEED POLL, MARRIAGE CERTIFICATE)	25
LAND TITLE RECORDS	35	UTILITY ACCOUNTS (1 ONLY-RECENT)	25