



Junior Management Committee

"Looking after our kids today, for a better BL&G FA tomorrow"



Process for obtaining National Police Clearance Certificates

The safety of children is of paramount importance to the administrators of the BL&GFA. We must do all we can to ensure that people who are appointed by Clubs to coach children are appropriate, and that the children are protected from possible risk.

All coaches, assistant coaches, team managers, trainers and runners who work with children at any junior level - Under 17½ and below, will be required to obtain a National Police Clearance Certificate, and provide that information to the Authorised Officer of the BL&GFA for assessment via their respective Junior Club delegates.

These applications are free and are to be obtained **when first commencing working with the children and then renewed every three years thereafter.**

The process of obtaining the certificate is as follows:

1. The applicant must complete a PD267 National Police Certificate application form (downloaded from the SAPOL website www.sapolice.sa.gov.au) and attend a Police Station or Justice of the Peace with the form and 100 points of Identification for verification along with a photocopy of that identification. The photocopy of the identification must be certified by the JP or Proclaimed Police Officer and then attached to the authorised PD267.
2. The form, **and the attached certified copies of the identification**, is then forwarded to the Authorised Officer (currently the Central Regional Development Coordinator, Todd Thorne), either via mail (PO Box 1216 Gawler SA 5118) or handed directly to him at a JMC meeting **PRIOR TO THE FIRST GAME OF THE SEASON.**
3. The Authorised Officer will complete the rest of the form and send it off to SAPOL for the National Police check to be completed.
4. The applicant will receive the clearance certificate by mail within 2 to 4 weeks and will then submit the **ORIGINAL** clearance certificate to the Authorised Officer via their Club's Child Safe Officer and JMC delegate.
5. The Authorised Officer will record the receipt of the certificate, assess the information contained on it and return the certificate to the Club delegate for return to the applicant.

ALL APPLICATION FORMS MUST BE SUBMITTED TO THE AUTHORISED OFFICER BEFORE ROUND 1 OF THE SEASON OR THE APPLICANT WILL NOT BE PERMITTED TO WORK WITH THE JUNIOR FOOTBALLERS UNTIL THE FORM IS RECEIVED.

Non-compliance with this policy could lead individual Clubs to be liable for criminal prosecution and/or civil legal action.

Assessments of the information on the certificates will be conducted pursuant to the Child Safe Environments Policy.

Due to the privacy provisions, the Authorised Officer or JMC executive will not retain or disclose any information contained within a clearance certificate to a third party without the express permission of the person named within the certificate.