



National Police Check renewals – Frequently Asked Questions (FAQs)

Why are National Police Checks renewals required?

Scouts Australia Policy & Rules 5.3.6 and the National Child Protection Policy require regular police check renewals to be undertaken for all adult members. Police Checks are used to ensure that our members meet the character expectations of the community when appointing adult members of Scouting.

What's the difference between a National Police Check and the Working With Children Card (WWCC)?

A National Police Check is not an assessment by a government agency. It is a list, at a given point in time, of offences recorded against an individual, called Disclosable Court Outcomes. This list can help assess a person's suitability for their role in Scouting.

Working with Children Cards are granted by the Department of Justice & Regulation, after their assessment of an individual's suitability for working/volunteering with children. The WWCC assessment only considers 'relevant offences' as listed in the Working with Children Act, such as serious sexual, violent and drug offences.

Why can't we do this with the Working With Children Card (WWCC)?

We'd love this too. Unfortunately, the WWCC is run by the Victorian Department of Justice & Regulation and the National Police Check is done through the Australian Criminal Intelligence Commission. They check for different things, although there is crossover. Additionally, the renewal dates for WWCC and National Police Checks do not usually align.

I have a current National Police Check with another organization. Can you accept that?

That means the other organisation has accepted you for that particular volunteer or employed role. They are a different organization, with different policies and practices on what is acceptable for their organisation. We need to apply our own review process.

Every Check is done for the specific purpose identified in the request. Any police history information released is based on the purpose and category of the check for which it is lodged. No organization should accept a National Police Check that has been done for another organization.

How do I know my information/document(s) is secure?

This is covered under [our Privacy Policy](#), but in short, the documentation you provide is treated exactly the same as all of your other personal information that we store. It is password protected or in locked & secure storage. All copies are kept for twelve months and then destroyed, as required by CrimCheck.



What identity documents are required?

A list of suitable identification is available on our website [here](#).

Don't my identity documents have to be certified?

No.

There are some circumstances where certification is required, but you will be advised if this is the case.

I don't have enough identity documents

The first thing to do is go through the list once more, item by item. If you don't have, or cannot obtain, enough documents from each category, please contact Membership Support on 8543 9800 or membershipsupport@scoutsvictoria.com.au

Please note that if you can reasonably purchase particular identity documents such as a Birth Certificate, then you will need to arrange this. We cannot provide exemptions in such scenarios.

Does a marriage certificate count as a Primary Use in the Community document or not?

Yes.

However, if you have to provide it to show the link between your previous and current name, it does not also count as one of the four documents. This is because each document may only be used for one purpose.

This also applies to any other document showing a change of name such as a deed poll or similar.

How do I know you are writing to me or the other person I share the email with?

These National Police Checks are processed in bulk and you will notice that the emails are generic, not addressed to any individual. Neither ourselves nor CrimCheck will know if an email address is for an individual, or shared by two or more people. If you are unsure, please contact our Membership Support Team on 8543 9800 or membershipsupport@scoutsvictoria.com.au

What is included in a National Police Check Report?

A National Police Check Report involves identifying and releasing any Police history information held about an individual, from all Australian States and Territories, based on the purpose of the check.

The results will indicate either:

- No Disclosable Court Outcomes (NDCO) - to indicate that there is no Police History Information that is held or that can be released
- Disclosable Court Outcomes (DCO) - to indicate that Police History Information exists that can be released



May I have a copy of my National Police Check?

Yes. However, as noted above, every Check is done for a specific purpose for a specific organization. If you want a copy to use elsewhere or 'for my records', it won't be useable by any other organization; they will require you to complete another Check.

Your Check is available for 365 days, so if you do need a copy of it in the future, please contact us when that time arrives and we can download a copy for you. Otherwise it is just another piece of paper to file or misplace.

What is a Disclosable Court Outcome?

The National Police Check Report Information may include:

- Pending matters awaiting court hearing
- Charges
- Court convictions – including any penalty or sentence
- Findings of guilt with no conviction
- Good behaviour bonds or other court orders

The Police history information which is disclosed in the results is determined by each Police Agency, based on Spent Conviction Legislation and Information Release Policies. The purpose of the National Police Check and any other relevant legislation also determines what information can be released.

What happens if I have a Disclosable Court Outcome on my check?

Scouts Victoria applies a consistent process for all National Police Checks which contain disclosable outcomes and acts in accordance with the National Child Protection Policy. Should your National Police Check contain a disclosable outcome you will receive further communication which may require an interview with your next level Commissioner.

