



**Interplast**<sup>TM</sup>

Repairing bodies & rebuilding lives  
in the Asia Pacific region

## **VOLUNTEER REFEREE CHECK INFORMATION BRIEF**

**August 2013**

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### **1. Background**

Interplast Australia & New Zealand (Interplast) takes all possible steps to ensure the protection of children against child abuse in its programs. Interplast is a signatory to the Australian Council for International Development (ACFID) and receives funding and accreditation from AusAID.

### **2. What is changing?**

All Interplast volunteers must now have two verbal referee checks done, including questions relating to child protection, prior to being able to participate on an Interplast program activity. This includes volunteers who have previously been on Interplast programs. These referee checks will only be done once per volunteer. Criminal history checks will continue to be done every two years (as per the current process), or more frequently if deemed necessary.

### **3. Why is this change necessary?**

In order to be compliant with the 2013 AusAID Child Protection Policy and the ACFID Code of Conduct (Section B.3.4), Interplast must be able to demonstrate that it is actively undertaking referee and background checks on all volunteers who will have contact with or impact on children.

### **4. What is Interplast doing to ensure volunteer privacy is maintained in relation to child protection background checks?**

Only the relevant Interplast staff (Interplast's Program Activities Coordinators and CEO) will have access to the information provided by volunteers and their referees in relation to criminal history checks and referee checks. The relevant Program Activity Coordinator will be responsible for undertaking the referee and criminal record check. No hard-copy files will be kept, and all electronic files will be saved in a secure folder which only the above personnel have access to. If a criminal history check or referee check identifies a possible area of concern in relation to child protection, the matter will be referred directly to the CEO.

**5. What information will volunteers now need to provide?**

- Name, email and phone number of two referees – at least one of whom must work on a regular basis with the volunteer. The second referee is preferably an existing Interplast volunteer, or if not possible, then they should be the volunteer’s supervisor. The form requesting these referee details will also include the volunteer authorising Interplast to contact the referees for this purpose.
- At least every two years – a completed National Criminal History Check application form and authorisation for Interplast to submit the criminal history check on the volunteer’s behalf.
- To support the National Criminal History Check application, a certified copy of the volunteer’s passport and driver’s licence (100 points of ID)

**6. For more information**

Contact Interplast’s Child Protection Officer (Jess Howell) or CEO (Prue Ingram) on 03 9249 1231.