

Scripture Union SA's Crim Track Check Policy and Process

SUSA requires that all volunteers over the age of 18 have a current criminal check. This needs to be:

- Updated every 2 years from the date of issue
- A National Police Clearance, DCSI certificate, or Crim Track check
- The above types of checks that have been arranged through other organisations are valid if they have been sighted by your Team Leader within 3 months of the date of issue. A scan can be forwarded to the Team Leader if distance is an issue, but the original certificate must be seen by the Team Leader before the volunteer can participate

Crim Track checks that are done through Scripture Union SA if you are volunteering for an SU program are free, but no certificate is issued. You and your Team leader will be notified by e-mail if your check is clear. If it is not clear, you will be notified of the details. You will then need to approach your Team Leader to discuss whether the record will affect your volunteering capacity. Not all offenses are relevant, and are considered in light of the volunteering position you are applying for.

Process for a Crim Track Check

1. Download a Crim Track form from [here](#), or you will be given one at a training session
2. Print out and fill out relevant details
3. Get a 100 point ID check from a Scripture Union SA staff member or at a Police station (details of a 100 point ID check are on the form)
4. Sign the last page and send/hand in to the SU Office no less than 2 week before the program: 14 Adele Ave, Kidman Park, 5025