

SCHOOL OF PSYCHOLOGY

POLICE CLEARANCE POLICY

All students who want to undertake research in schools must have a police clearance. The schools and school sectors have a duty of care for their students and the responsibility for assessing material obtained from the National Police Crimtac database lies with them. The National Police Certificate (NPC) applies to all schools and sectors and is valid across the sectors for more than one year. There is no need for a student to obtain individual clearances for each school.

The collaborative committee comprising the Universities and school sectors has agreed on the following set of procedures:

1. Download the PDF file PD 267 – Application for National Police Certificate from the SA police website – www.police.sa.gov.au/ - the file can be found by clicking on the 'SITE MAP' link on the left hand side menu, and then scrolling down to the words "National Police Certificate". The link 'Application Form' will download the PD 267 form.
2. Fill in those parts of the form relevant to you – you should tick the student box in the "Reason for Request" section. NB you will need either a passport, birth certificate, or citizenship certificate as well as your driver's licence or student ID for identification. Under 'Despatch Options' on the second page you must tick the 'Mail to Other Person / Organisation' box, and, in that section, fill in the 'Department of Psychology, The University of Adelaide, Adelaide SA 5005. Attention The School Administrator.
3. You must go to the Police Station with your ID and PD 267 form. Note that the fee is \$30 for full-time student ID card holders and \$42 for others.
4. If you are cleared through this process you will receive acknowledgment of the clearance from the University. If you are not cleared you will have your record assessed by the Reference group. You may be asked to provide further information for clarification.

The standard timeframe to process an NPC is between 5 – 15 working days please ensure that you undertake this process prior to putting in your ethics applications.

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