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Role Description

CFA Disclosure Officer

Primary Purpose

A requirement of membership with CFA for new and transferring members, is to consent to a National Police Record Check (NPRC) and hold a Working with Children Clearance (WWCC).

If a new or transferring member receives a disclosable outcome on the NPRC, the result must be reviewed, and the *Volunteer National Police Record Check Procedure* applied to determine the outcome of the application.

If a current¹ member receives a WWCC Interim Exclusion notice or Exclusion notice, action must be taken as per the *Working with Children Clearance Adverse Notice Procedure* to determine the future of their membership.

The role of the Disclosure Officer is to:

- fairly and consistently facilitate review of disclosable outcomes from NPRC and action determinations of the panel to the outcome of the relevant application.
- Fairly and consistently act on WWCC Interim Exclusion notices issued and refer WWCC Exclusions notices to the relevant Member Review Panel (Volunteer or Employee).

Specific duties and accountabilities

- Review NPRC which have returned a disclosable outcome and facilitate an assessment to determine the initial outcome based on the *Volunteer NPRC* procedure.
- Determine immediate actions that need to be taken to reduce the risk to children and young people and ensure compliance with relevant legislation when a WWCC Adverse Notice is issued.
- Liaise with the applicant to request additional information as required.
- Convene the Volunteer/Employee Member Review Panel to review NPRC applications and WWCC Exclusion notices.
- Provide all relevant details to the panel members to make an informed decision.
- Any information provided to the Volunteer/Employee Member Review Panel is to be deidentified to maintain privacy requirements and ensure impartiality through the review process.
- Update the Volunteer Recruitment Hub to reflect the outcome of decisions throughout the NPRC review process.
- Manage the NPRC appeals process, if required.
- Liaise directly with the Chief Officer and CEO to determine the outcome of the second stage NPRC appeal process.
- Advise the Chief Officer and CEO of the recommendations made by the Volunteer/Employee Member Review Panel in relation to WWCC Exclusion notices.
- Ensure confidentiality and privacy requirements are maintained throughout the review process.

¹ People applying to be a CFA Volunteer or Employee are not able to progress their application if they do not hold a WWCC.