

Schedule 1 – Student Acknowledgement and Undertaking

Student details

Full name:

Address:

Phone:

Educational institution:

Course of study:

Vocational Placement details

Arcare Residence:

Address:

Phone:

Start date:

End date:

Agreed hours of attendance:

I acknowledge that:

- 1 I will be undertaking a vocational placement at an Arcare aged care facility, as part of my current course of study;
- 2 If I stop my course of study, my placement will also stop;
- 3 I will not be paid for my placement and Arcare is not required to offer me employment at any time;
- 4 Arcare is not obliged to provide me with a uniform;
- 5 If I am injured I will not be covered by Arcare's workers' compensation insurance, which may mean that I am responsible for my own medical costs;
- 6 I will be interacting with vulnerable, elderly residents of the Arcare Residence;
- 7 My conduct has the ability to effect the reputation of Arcare and the wellbeing of Arcare residents;
- 8 I will have access to and must familiarise myself and comply with relevant Arcare policies and procedures. These policies relate, amongst other things, to staying safe, interacting with Arcare residents and my personal presentation during the placement; and
- 9 I may be asked to leave the Arcare Residence and/or not return if I do not follow the instructions of Arcare staff, if I do not comply with Arcare policies and procedures or if Arcare staff deem my behaviour to be rude or unsafe.

I undertake to:

- 1 Inform the Arcare Residence Manager immediately if I stop my course of study;
- 2 Obey the instructions and directions of Arcare staff while at the Arcare Residence;
- 3 Ensure that I am not under the influence of alcohol or drugs during the placement;
- 4 Keep all information concerning Arcare and Arcare's staff, residents and visitors strictly confidential;
- 5 Not take any images or make a recording of any employees, volunteers, visitors or residents during the course of my placement;
- 6 Not make any comments relating directly to Arcare on social media relating to my placement;
- 7 Attend at the required times, in a well presented manner, with limited jewellery, short nails and pulled back hair;
- 8 Transfer to Arcare any intellectual property rights created by me in the course of my placement;
- 9 Comply with the Arcare policies that are given to me, including policies concerning my behaviour and presentation;
- 10 Notify the Arcare Residence Manager and not attend on any day that I am unwell; and
- 11 Treat all Arcare staff, residents and visitors with respect and courtesy, and maintain their privacy.

Signed by the Student as a deed poll in favour of Arcare, who certifies that they are 18 years of age:

Signature: Date:

Name:

Signed by the Student's parent / guardian as a deed poll in favour of Arcare (if under 18 years at the commencement of the placement):

Signature: Date:

Name:



Arcare Pty Ltd ACN: 005 259 361 ABN: 96 443 678 906
346 South Road, Hampton East, Vic 3188

Schedule 2 – Police Check Information

The Department of Health and Ageing has provided guidelines to assist Arcare as approved providers under the Act to meet the requirements for criminal history record checks (police checks) for all new and existing staff, volunteers, agency staff and certain contracting staff working in Australian Government subsidized aged care services, effective March 1, 2007.

REQUIREMENTS

Police Checks and Statutory Declarations, where applicable are required for all new staff, volunteers and some contractors* prior to commencing work at the residence, and for existing staff, volunteers and some contractors.

*The guidelines in relation to contracting staff specifically include contractors who provide care to care recipients, allied health professionals contracted to provide care to care recipients and contracted services (cleaning, catering, other) who are reasonably likely to have unsupervised access to care recipients.

Police Checks are required every three (3) years.

For staff, volunteers and contractors (as described) who have been citizens or permanent residents of another country other than Australia since turning 16 years of age, a statutory declaration is required to be provided, stating:

- a) That they have never been convicted of murder or sexual assault; or
- b) Have never been convicted of, and sentenced to imprisonment for any other form of assault in a country other than Australia

Statutory Declarations regarding criminal conviction history will only be required once.

Additionally, all contracts under which Personnel are supplied, must ensure compliance with these police certificate and statutory declaration requirements.

Aged Care Providers are required to demonstrate suitable management and monitoring procedures that include the following:

1. Three year renewal process
2. Appropriate storage, security and access requirements for information recorded on a police certificate; and
3. Evidence of an approved provider's decision in respect of all individuals, or where staff is contracted through another agency, evidence of arrangements with the agency that demonstrates the police certificate requirements.

PLEASE NOTE

Any person who is not willing to consent to, or does not have a police certificate or statutory declaration (as described) undertaken within the last three years, is precluded from any unsupervised access to any Arcare Residence.

These guidelines are part of an integrated package of measures aimed at greater security and protection for older people receiving Australian Government subsidized aged care services. The Guidelines include additional definitional information and explanations of the legislative requirements, and a range of templates, resources and Internet links. These are available on the Department of Health and Ageing website at: www.health.gov.au/OACQC

FOR INDIVIDUALS

The original Police Check must be sighted by Arcare. Issue date and reference numbers will be recorded. No copy of the Police Check is kept, as required by privacy legislation. **Statutory Declaration must be provided as well.**

A GUIDE TO COMPLETING STATUTORY DECLARATIONS APPROPRIATELY

Section marked 1: Print your full name; your full address and your occupation.

Section marked 2: Please choose one of the following statements and write them word for word on your Statutory Declaration form:

I declare that since turning 16 years of age, I have been a citizen or permanent resident of a country/countries other than Australia. I declare that I have never been convicted of murder or sexual assault; or convicted of, and sentenced to imprisonment for any other form of assault.

OR

I declare that since turning 16 years of age, I have never been a citizen or permanent resident of a country/countries other than Australia. I declare that I have never been convicted of murder or sexual assault; or convicted of, and sentenced to imprisonment for any other form of assault.

Section marked 3: Leave blank until you are in front of the appropriate witness as listed on the back of the form – Section 3 is for your signature. Your Witness completes **Section 4** (suburb); **Section 5** (Date); **Section 6** (Month and Year); **Section 7** (Witness signature); **Section 8** (Witness's full name/qualification and address in PRINTED letters)