



Golden Retriever Club of South Australia Inc  
**CARING CANINE COMPANIONS®**



**Community Visitors Scheme**

PO Box 2215

GOOLWA

SA 5214

Freecall 1800 077 722

**Website:** [www.caringcaninecompanions.org.au](http://www.caringcaninecompanions.org.au)

**Community Visitors Scheme Police Check Assessment**

Dear Aged Care Home Manager

**This letter is based on a standard letter developed by the Department of Health and Ageing. Please keep this letter on file to demonstrate that you have met the requirements of Commonwealth aged care legislation relating to the police check for the Community Visitor named below, and the related record-keeping requirements.**

I am the coordinator of the Community Visitors Scheme (CVS) at THE GOLDEN RETRIEVER CLUB OF SA INC. (Caring Canine Companions).

I am writing to inform you that \_\_\_\_\_ has been approved to visit with the CVS and, as at the date of this letter, meets the police check requirements of the Commonwealth aged care legislation.

This approval means:

- She has a **current National Criminal History Record Check** (generally referred to as a “police check”) that does not record that TERESA SHANAHAN has been convicted of an offence that would preclude her from being a volunteer in aged care.
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**The National Criminal History Record Reference Number is:**

The police check for the purposes of the CVS **will expire on** \_\_\_\_\_, We will ensure that a new check is applied for before that date.

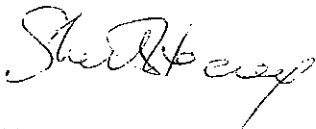
This auspice has a Memorandum of Understanding (MOU) with the CVS visitor. The MOU includes that the visitor must notify us of any change to their criminal history before the expiry date —i.e. if the person is charged with, or convicted of, a crime. Should this occur, we will notify you as soon as possible and advise whether the visitor can continue visiting, or must cease visiting.

If you become aware that the CVS visitor has been convicted of an offence that would preclude the person from being a volunteer in aged care, you should notify us immediately and take any other steps to meet the statutory requirements relating to police checks, including restricting access to care recipients.

The MOU also includes a description of expected and appropriate activities and behaviours of CVS visitors whilst visiting a care recipient in an aged care home. If you wish to see a copy of the MOU template or a summary of the proscribed activities of a CVS visitor, please contact me.

My role as co-ordinator includes supporting the visitor and liaison with you and your staff on the objectives of the CVS and any practical issues which may arise. Please do not hesitate to contact me on **1800 077 722** to discuss any matter related to the operations of the CVS and its visitors.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Sheila Hoare', written in black ink.

Sheila Hoare  
Coordinator  
Caring Canine Companions  
Golden Retriever Club of SA INC

15th December 2013