

SCPT Criminal Record Check Audit Procedure

- Following licence renewal each year the EDR will randomly select 2% of members to have a Criminal Record Check (CRC) with a Vulnerable Sector Check performed and submitted to SCPT. The CRC must be current, having been performed within the previous 12 months of the request from SCPT.
- EDR will send an email to selected members to notify them that they have been selected for the CRC Audit and are thus required to have a CRC completed and submitted to SCPT within 90 days. The audit policy will be included in the email notification.
- EDR will ensure all required responses have been received. If member fails to have a criminal record check submitted within the set timeframe, the EDR will phone the member to ensure that they have received the request. If there is still no response from the member, the EDR will suspend their practice licence until the CRC is submitted. EDR may refer member to the Professional Conduct Committee should the audit request not be complied with.
- EDR will review responses to ensure compliance with clause 12 (b) of the SCPT Regulatory Bylaws. If a declaration is found to be false (there is a criminal record and the member declared that they did not have a criminal record) the EDR will refer a complaint to the Professional Conduct Committee for investigation as a false statement has been made.
- Members who submit a satisfactory CRC may also submit their receipt of payment to SCPT for reimbursement.