

## **2.8 – ADULT MEMBER FILES**

1. The Branch Office maintains a file on all adult members. The file includes:
  - a. application and transfer forms;
  - b. referees' reports;
  - c. police check; (in an envelope sealed and signed by the Chair of the Appointments Committee) – pre-November 2013;
  - d. Working with Vulnerable People Card – post November 2013;
  - e. training records, including Training Team reports;
  - f. reports and other papers associated with untoward events involving (or alleged to involve) the member which have been brought to the attention of the Chief Commissioner. Untoward events include breaches (or alleged breaches) of a member's duty of care to Youth Members; disputes with other adults in the Movement; and maladministration, particularly of a financial nature; and
  - g. letters of recommendation and commendation; award citations.
2. Files are kept at the Branch Office in locked cabinets, the keys are maintained by the Principal Administrative Officer.
3. A member's file may be perused at the Branch Office by:
  - a. the Chief Commissioner;
  - b. other persons authorised specifically by the Chief Commissioner on a 'need to know' basis; and
  - c. the staff member responsible for maintaining the files (who does not have access to the sealed envelope).
4. The member may request that errors of fact in the file be corrected; or may add signed explanatory notes to the file.
5. Files are to be scanned and originals destroyed once a person ceases to be a member has resigned.
6. Current records of service and training are maintained as computer files.

### AUTHORITY

7. This policy or amended policy was approved by the Branch Executive Committee on 26 November 1997 and 26 October 2017.