

Policy Title	Working with Children Check Policy
Date Policy Approved	November 2018
Policy Owner & Position	Principal
Team Responsible for Policy	Principal, Business Manager and Administration Staff
Authorised by	Principal
Who is the Policy for?	Board members, Staff, Students, Parents ¹ , Volunteers, Visitors, Onsite Contractors and Wider School Community
Version Control	Version 6
Statutory/ Legislative Requirement	<ul style="list-style-type: none"> • Privacy Act • Victorian Child Safe Standards 2015 • Discrimination Acts • Working with Children Act 2005 • Working with Children Regulations 2006 • Transport (Compliance and Miscellaneous) Act 1983 (Vic) • Child Employment Act 2003
Relevant cross references	<ul style="list-style-type: none"> • Visitors & Volunteers Policy • Child Safety Policy • Vision, Purpose, Objects & Values, Principles, Child Safety Undertaking & Statement of Faith • Staff Code of Conduct
Include during Induction	Yes
Review Date	2020

Purpose of the Policy	<p>To provide an environment which is safe for those attending Ballarat Christian College. The College will endeavour to ensure that all Board members, staff, volunteers, visitors and onsite contractors are appropriate individuals to be involved in child-related work as mentioned in the Working with Children Act 2005.</p> <p>The Working with Children Check (WWCC) Policy assists to support the College's zero tolerance of child abuse, by preventing those who pose a potential risk to the safety of children from working with students, in both paid and unpaid work environments.</p> <p>The WWCC Policy is an important part of Ballarat Christian College's recruitment process to ensure the safety, welfare and wellbeing of all students within the College and assists to support Ballarat Christian College's zero tolerance for child abuse and neglect.</p>
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¹ Parents, Guardians or Care Givers

	<i>Behold, children are a gift from the Lord.... Psalm 127:3</i>
Responsibility for Management of Policy	Principal, Business Manager and appropriate Administration Staff
Policy Statement and Procedure	<p>Ballarat Christian College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.</p> <p>Every person involved in and with Ballarat Christian College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.²</p> <p>Implementation and Coverage</p> <p>All potential Board members, employees, volunteers, visitors and onsite contractors are to be asked the following questions during an interview;</p> <ul style="list-style-type: none"> • Are you aware our College has a zero tolerance for child abuse? • What do you know about child safety? • Are you aware that, as part of your employment, volunteering, visiting and onsite contracting, that you will be required to obtain a WWCC prior to beginning attendance at Ballarat Christian College as required by the Working with Children Act 2005 and the Victorian Child Safe Standards? <p>Process</p> <p>Employment and engagement of volunteers with Ballarat Christian College will not be available to any individual until both a valid WWCC Card and National Police Check (NPC), which has been issued by a state/territory police authority or the Australian Federal Police, have been provided to the College Principal.</p> <p>WWCC status will be checked on a weekly basis through the Department of Justice website. If a card is found to be expired, cancelled or invalid employees or volunteers will be required to not return to site until a new status check shows a valid card.</p> <p>A provisional offer of employment will be made conditional to the successful applicant being able to provide these checks to the College, this offer will only be held for a four-week period.</p> <p>All WWCC/NPC records will be kept with the College's Administration</p>

² Revised PROTECT | The Department of Education and Training | ©2016

Office to ensure all validity dates are recorded. If a WWCC expires, all those covered by this policy must stop all child-related work immediately until this has been renewed.

Teachers will fully supervise any volunteer and visitor assisting their class and will check as required that the WWCC has been obtained and received by Administration.

Teachers

All teachers registered with the Victorian Institute of Teachers from 2006 will obtain an NPC as part of their application for registration. Due to the ongoing monitoring that occurs for staff as part of annual registration, teachers are not required to obtain a WWCC.

Non-Teaching Staff

All non-teaching staff employed at Ballarat Christian College are required to obtain an NPC, which has been issued by a state/territory police authority or the Australian Federal Police, and WWCC immediately before commencing their employment. The WWCC is valid for five years and can be used between employers or organisations. The WWCC is monitored by the Department of Justice and Regulation and therefore status is deemed to be continual until advice is received by the College to the contrary. All those covered under this policy must link Ballarat Christian College to their WWCC card. Refer to Appendix 3

Onsite Contractors

All permanent onsite contractors working on Ballarat Christian College grounds are required to obtain an NPC and WWCC, prior to commencement of work duties.

All non-permanent onsite contractors working on Ballarat Christian College grounds are required to obtain a WWCC prior to commencement of work duties.

The WWCC is valid for five years and can be used between employers or organisations. WWCC cards are monitored by the Department of Justice and Regulation on an ongoing basis and therefore status is deemed to be continual until advice is received by the College to the contrary.

Extra-Curricular Instructors

All individuals attending Ballarat Christian College to work in a child-related environment with students will be required to have a WWCC before commencement at Ballarat Christian College. Such staff include but is not limited to:

- Sports Coaches
- Music Tutors

Volunteers/Regular Visitors

If a parent or relative is involved in a once-off activity at the College in which their own individual child is involved they do not require a WWCC, however this person must be under the direct supervision of the teacher at all times.

All regular visitors and volunteers in all other cases where there is no guarantee that direct supervision with a teacher will occur, are required to produce a valid WWCC prior to attending the event. All volunteers must link Ballarat Christian College to their WWCC card.

Such events include but are not limited to;

- Regular classroom help
- Classroom incursion help
- Excursions
- Camps
- Carnivals

Prior to any work/duties occurring at Ballarat Christian College any volunteer, visitor and extra-curricular staff must sign in at the Administration Office, present their WWCC card to staff, where a copy will be taken for first-time entrance into the College. Administration staff will keep a record of all WWCC cards received. In the event of regular attendance at the College the WWCC card must be sighted by Administration staff and the person's attendance recorded at the Administration sign in/out counter.

Individuals exempt from obtaining a WWCC are required to present to the Administration staff the appropriate identification on each occasion prior to signing into the College.

All individuals once signed into the College must wear a name badge whilst completing their duties. Upon leaving the College all individuals must sign out at the Administration sign in/out counter.

Non-Regular and Interstate Visitors

Visitors in this category will be covered by the procedure outlined in the Victorian Government's "Working with Children Check: Working across State and Territories" document. See Appendix 2.

Non-regular and interstate visitors are required to remain under direct supervision and be escorted by a College staff member at all times whilst onsite at the College, or for their time of involvement in a College activity.

Outside Organisations

These organisations are required to provide written assurances that their staff and volunteers hold a valid WWCC card when undertaking child related work or a statement as to why these persons are exempt from this requirement.

Exemptions may include;

- Children under 18 years of age
- Student volunteers who are 18 or 19 years of age who complete volunteer work organised by or held at the College's institution
- Teachers who are registered with the Victorian Institution of Teaching (VIT)

- Police Officers or an Australian Federal Police Officer
- Interstate visitors for a period of up to 30 days in the same calendar year.³

Accredited Drivers under the Transport (Compliance and Miscellaneous) Act 1983 (Vic)

An accredited driver under Division 6 of the above legislation must hold a WWCC if undertaking child-related work. Therefore, upon booking buses as part of this process the staff member will ask specifically for a driver who holds a valid WWCC, which will need to be presented at the Administration Office on the day of the event to be copied and filed away. All drivers must have their WWCC card available upon request.

Work Placement Learning

The Victorian Government Department of Education and Training (Vic DET) has recently clarified the situation in relation to WWC Checks, work experience and structured workplace learning.

Under the Child Employment Act 2003, it is a requirement that all employers of work experience students aged under 15 years obtain a Child Employment Permit. It is also a requirement that all supervisors of work experience students aged under 15 years must hold a valid WWC Check. If the employer is also the nominated supervisor, then the employer is also required to hold a valid WWC Check.

The Child Employment Act 2003 does not affect work experience or structured workplace learning arrangements for students aged 15 years and over.

Employers of work experience or structured workplace learning students aged 15 years and over are not required to obtain a Child Employment Permit, and supervisors are not required to obtain a WWC Check. This is due to an exemption in the Working with Children Check Act for placements that are made in accordance with Ministerial Order 382 - Work Experience Arrangements and Ministerial Order 55 - Structured Workplace Learning Arrangements.⁴

Changes in Circumstances

A person holding a valid WWCC is required to notify the Department of Justice and Regulation and the College as soon as practicable of a relevant change of circumstances as required in the Act.⁵

The Business Manager and Administration Staff are responsible for maintaining records of the status of each individual working in a child related environment.

These procedures consider the implementation of the Working with Children Act 2005 and the Working with Children Regulations 2006. The procedures outline the new processes for obtaining the WWCC for all

³ Sourced department of Justice – working with children check Victoria
<http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/exemptions/>

⁴ <https://services.is.vic.edu.au/ebiz/memos/MemoDownload.aspx?ID=3882>

⁵ Sourced La Trobe University Working with Children’s Check Policy
<http://www.latrobe.edu.au/policy/documents/working-with-children-policy.pdf>

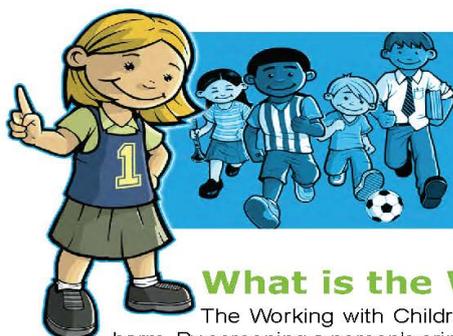
	<p>child-related work in accordance with the Child Safe Standards 2015.</p> <p>Child-related work refers to work within one or more of the occupational fields defined in the Act where the contact with a child is unsupervised, direct, and part of a person’s duties.⁶</p> <p>Administration staff are to ensure that a record is made upon receipt of the WWCC card/NPC and filed appropriately, ensuring that a record is made indicating when an update of the WWCC/NPC is required so that this may be followed up accordingly.</p> <p>Administration staff are required to ensure that monitoring of the continuing suitability of all Board, staff, visitors, volunteers and onsite contractors to partake in child-related work is conducted each term for WWCC and NPC, with appropriate follow-up of records as required.</p> <p>Follow-up includes the following but is not limited to, the following;</p> <p><i>Working With Children Check</i></p> <ol style="list-style-type: none"> 1. Log on to “Working with Children Check website” http://www.workingwithchildren.vic.gov.au/utility/home/ and scroll across to the cardholder section - then to check status and enter individual details as provided. 2. In the event of a non-current WWCC status being indicated Administration staff are required to advise the Principal who will cease the individual’s work/duties immediately, until a valid card is received. <ul style="list-style-type: none"> o Upon return to the College the individuals will follow first time entrance process for submission of WWCC card. <p><i>Victorian Institute of Teachers Registration;</i></p> <ol style="list-style-type: none"> 1. At the beginning of each term log into the Victorian Institute of Teaching (VIT) school portal, add any new teachers to Ballarat Christian College and remove any terminated or exited teachers as required. 2. Check to ensure that all current teachers have a valid registration and print record and file appropriately. <ol style="list-style-type: none"> a. Administration staff are required to report directly to the Principal, or delegate, any unregistered teachers who are on the current employment list. b. In the event of this occurring the Principal or delegate will be required to terminate unregistered teachers immediately. <p>Collecting and Monitoring VIT registrations, WWCC Cards and National Police Checks for Staff and Volunteers</p> <p>See appendix 4 for information on how Ballarat Christian College collects and monitors this information.</p>
Review	Every two years

⁶ As defined by Department of Justice <http://www.workingwithchildren.vic.gov.au/home/resources/definitions/>

Acknowledgement	St Andrews Christian College Leighland Christian School La Trobe University NSW Department of Education Victoria Department of Education
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Appendix 1

Working with Children Check General Information Guide⁷



Working with Children Check General Information Guide

English

What is the Working with Children Check?

The Working with Children Check (the Check) helps protect children from physical and sexual harm. By screening a person's criminal and professional conduct records, the Check aims to prevent people who may harm children from working with them.

Who needs a Check?

Under the *Working with Children Act 2005* (the Act), you need a Check only if you meet ALL of the following six conditions for child-related work:

1. You are an adult volunteering or paid to work with children aged under 18 years of age.
2. You are working with children in one of the services, places or bodies listed in the Act as 'Occupational fields'.
3. Your work involves direct contact with children, which means you are able to talk face-to-face or have physical contact with children.
4. The contact you have with children is part of your duties.
5. Your contact with children is not directly supervised by another person.
6. You are not exempt from having a Check*.

*Details are on the Working with Children website, under 'Exemptions'.

It is an offence to start child-related work without applying for a Check first.

Your organisation is also committing an offence if they ask you to start child-related work before you have applied for a Check.

Ministers of religion

All ministers of religion are now required to pass the Check unless the contact they have with children is only occasional and always incidental to their work.

Child-related work for ministers is defined more broadly than for everyone else. For ministers, child-related work is not limited to work involving direct and unsupervised contact with children. Any contact with children, unless it is only occasional and incidental, is enough to trigger the requirement to get checked. This would include having children present in their congregation, or attendance at schools or children's camps, even when all their contact with children is supervised.

Full details are on the Working with Children website, under 'Who needs a Check?'

How do I apply?

To apply for a Check:

- fill in the online form on the Working with Children website, under 'Apply for a Check'
- print out the application summary and receipt
- lodge the summary and receipt at a participating Australia Post retail outlet, along with 100 points of identification, a passport-size and quality photo, and the **non-refundable** fee for an Employee Check. Volunteer Checks are free.

It is an offence to use a Volunteer Check for paid child-related work.

Can I work during the screening process?

The Act allows most people to do child-related work during the screening process. However, by law, you **must not** if you:

- have been charged with, convicted or found guilty of a serious sexual, violent or drug offence listed in clause 2 of Schedule 3 of the Act
- have been given a Negative Notice and not subsequently passed the Check
- will be supervising a child in employment under the *Child Employment Act 2003*
- will be working in a service regulated by the Children's Services Regulations 1996 or in an education and care service under the Education and Care Services National Law (Victoria)
- are required to report or be supervised under the:
 - *Sex Offenders Registration Act 2004*
 - *Serious Sex Offenders Monitoring Act 2005*
 - *Serious Sex Offenders (Detention and Supervision) Act 2009*.

Ask your organisation about working during the screening process, as some organisations only allow applicants to work after they have passed the Check.



⁷ <http://assets.justice.vic.gov.au/wwcc/resources/8060c685-c8fb-4d02-af55-0a201ae7f099/general+info+guide+-+jan+2016.pdf>

What is checked?

You are screened for serious sexual, violent and drug offences and adverse professional conduct reports made by the agencies listed in the Act. The list of offences is on our website.

The protection of children is the paramount consideration for any decision made under the Act.

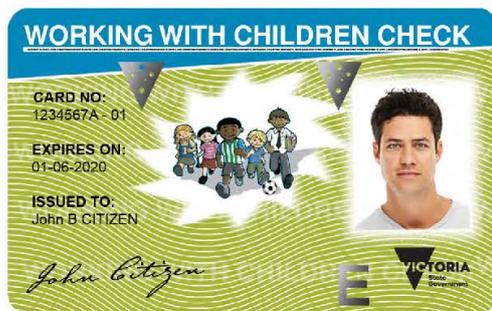
How do I know if I have passed the Check?

The Department of Justice & Regulation notifies both you and your organisation if you pass the Check.

The Check is valid for five years unless the department suspends or revokes it.

You must apply to renew your Check before it expires if you want to continue doing child-related work.

Sample WWC Check card



What if I have a criminal record or an adverse professional conduct report?

Not all offences and adverse professional conduct decisions mean that you pose an unjustifiable risk to the safety of children.

Whether you pass or fail the Check depends on the type of adverse professional conduct report, the offence you have committed, and the circumstances surrounding these matters.

It is unlawful to apply for a Check if you are required to report or be supervised under the:

- *Sex Offenders Registration Act 2004*
- *Serious Sex Offenders Monitoring Act 2005*
- *Serious Sex Offenders (Detention and Supervision) Act 2009.*

You should seek independent legal advice about your personal circumstances.

What if I don't pass the Check?

If the department believes you pose an unjustifiable risk to children, it will notify you that it intends to prohibit you from working with children by issuing you an Interim Negative Notice. This gives you the opportunity to write to the department and ask it to consider the reasons why you think you should pass the Check.

If, after the department considers your reasons, you fail the Check, the department will issue you with a Negative Notice prohibiting you from working with children.

How is my privacy protected?

The department is bound by privacy and confidentiality laws. It will notify your organisation when you pass or fail the Check and if your card is ever suspended or revoked, but it does not provide any details of your offences or the adverse decisions about your professional conduct.

Is the Working with Children Check the same as the Police Check?

No. The Working with Children Check screens your criminal and professional conduct records and rigorously assesses any relevant sexual, violent or drug offences over your lifetime. The Police Check lists offences at a given point in time.

The Working with Children Check monitors a cardholder's criminal and professional conduct records for the life of their card. The Police Check does not. As the checks are quite different, some organisations require both checks.

More details on the differences between the checks are on the Working with Children website, under 'How is a Police Check different?'

More Information

Website www.workingwithchildren.vic.gov.au

Email workingwithchildren@justice.vic.gov.au

Customer Support Team 1300 652 879
8.30am–5pm, Monday–Friday (except public holidays)

TTY 13 36 77

Speak & Listen 1300 555 727



If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Working with Children Customer Support Team.

Translations Download translations of this publication from our website.

Large print Email workingwithchildren@justice.vic.gov.au.

This information is intended as a general guide only. It is not intended to be given as legal advice and should not be relied upon as such. It is recommended that you obtain legal advice relevant to your particular circumstances.

Version: January 2016

Appendix 2

Working with Children Check: Working across State and Territories

Working with Children Check

Working across states and territories



National policy guidelines

In 2012, all Australian states and territories with responsibility for a Working with Children Check (Check) program adopted a consistent approach towards people doing child-related work across borders.

The national policy has been implemented in conjunction with the laws and programs of each state and territory. For details of the Check in each state and territory, please refer to the relevant websites listed below.

The Victorian Check scheme is aligned with the national approach.

How does the national policy work?

Under the national policy, states and territories have agreed to exempt some people who need to cross borders to work and volunteer with children. These exemptions allow people to participate more freely in national and inter-jurisdictional activities on a short-term basis.

What are these exemptions?

Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year for:

- several events or occasions with a Check from their state or territory, or
- only one event or occasion without a Check from their state or territory.

Information on other state and territory checks

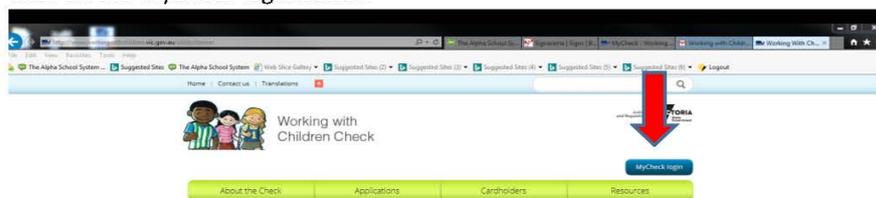
Victoria	www.workingwithchildren.vic.gov.au/
South Australia	www.families.sa.gov.au/pages/protectingchildren/CSEHome
Queensland	www.bluecard.qld.gov.au/
Northern Territory	www.workingwithchildren.nt.gov.au
ACT	www.ors.act.gov.au/community/working_with_vulnerable_people_wvwv
Tasmania	www.justice.tas.gov.au/working_with_children
New South Wales	www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check

Appendix 3

Working with Children Check: Linking to Ballarat Christian College

1 Go to the Working with Children Check Website
<http://www.workingwithchildren.vic.gov.au/utility/home/>

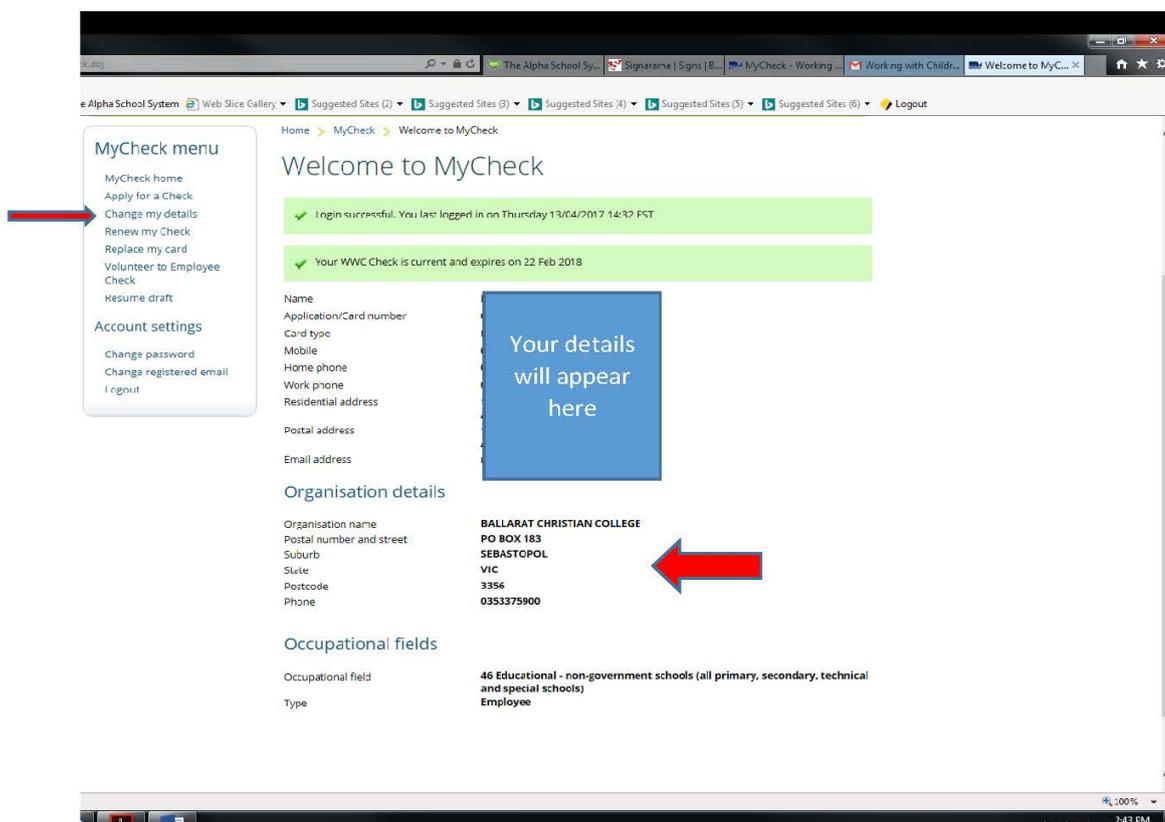
2 Click on the MyCheck login button



3 Register if not already registered, or

4 Login using your username and password

5 Click on Change my details to update your Organisation details



Appendix 4

Procedures for Collecting and Monitoring VIT Registrations, WWCC Cards and National Police Checks for Staff and Volunteers

1. VIT Registration

a. Existing Staff

- i. It is a requirement of employment for all Teaching Staff that they are appropriately registered with the Victorian Institute of Teaching (VIT) and that such registration is maintained on an annual basis. Teachers are responsible for all costs incurred in this process.
- ii. Teachers will supply the Payroll Officer each year with a copy of their VIT card to demonstrate current registration.
- iii. The Payroll Officer shall maintain a register of all Teachers using the online portal at <https://www.vit.vic.edu.au>
- iv. VIT details will be entered into TASS in the *Qualification* tab of each employee
- v. The Payroll Officer will verify the details online at <https://www.vit.vic.edu.au> in February and October each year.
- vi. Any unregistered teachers will be followed up, and the Principal will be advised.

b. New Staff

- i. Prior to be offered employment at the College, applicants for Teaching Staff positions shall demonstrate that they are appropriately registered (or eligible for registration) with the Victorian Institute of Teaching (VIT). The applicants shall be responsible for all costs incurred in this process.
- ii. Successful applicants shall upon appointment supply the Payroll Officer with a copy of their VIT card to demonstrate current registration.

2. WWCC Cards

- i. It is a requirement of employment/engagement for all non-teaching staff, volunteers and regular contractors that they hold a valid WWCC card, issued by the Victorian Department of Justice & Regulation. Responsibility for all costs incurred in this process rests with the individual.
- ii. Non-teaching staff, volunteers and regular contractors must supply the Payroll Officer with a copy of their valid WWCC card to demonstrate current registration.
- iii. The Payroll Officer shall confirm, on a fortnightly basis, the current WWCC status of all non-teaching staff, volunteers and regular contractors using the online portal at <https://online.justice.vic.gov.au/wwccu/checkstatus.doj>
- iv. WWCC details will be entered into TASS in the *Qualification* tab of each employee
- v. Any non-compliant non-teaching staff, volunteers and regular contractors will be followed up, and the Principal will be advised.

3. National Police Checks

a. Teaching Staff

- i. National Police Checks (NPC) are incorporated into the VIT registration procedures and the College considers this the appropriate management control.

b. Non-Teaching Staff volunteers and regular contractors

- i. It is a requirement of employment/engagement for all non-teaching staff, volunteers and regular contractors that they supply the College, prior to employment/engagement, a National Police Check (issued by Victoria Police). Responsibility for all costs incurred in this process rests with the individual.
- ii. Non-teaching staff, volunteers and regular contractors must supply the Payroll Officer with an original or certified copy of their satisfactory NPC report to demonstrate compliance.
- iii. Any non-compliant non-teaching staff, volunteers and regular contractors will be followed up, and the Principal will be advised.