

WORKING WITH CHILDREN CHECK POLICY

1. POLICY PURPOSE AND RATIONALE - What you need to know

Anglicare Victoria is committed to the safety and wellbeing of children. One of the key strategies in ensuring the safety of children is in ensuring the probity and suitability of all individuals who will work with or have contact with children on behalf of Anglicare Victoria, whether in the capacity of employees or volunteers.

The Working With Children Act 2005 (Vic) ('WWCA') establishes a statutory regime for checking relevant aspects of the criminal and professional histories of individuals engaged in specified categories of child related work. Because of its unique place in the Victorian community, Anglicare Victoria considers that all individuals working for it in either a paid or unpaid capacity are directly or indirectly working with children, regardless of whether those individual's roles fall within the prescribed categories under the WWCA.

As a consequence, all adult employees and volunteers of Anglicare Victoria are required to have a Working With Children Check ('WWCC') and to maintain that Check throughout the currency of their role. No employee or volunteer may commence their employment or volunteer engagement until they have provided proof of Application for a WWCC. Any employee or volunteer who does not have a current WWCC, or who has received a Negative Notice or Interim Negative Notice under the WWCA, will be liable to have their employment or volunteer engagement suspended or terminated.

2. DEFINITIONS

Adult – any person 18 years of age or over

WWCA - Working With Children Act 2005 (Vic)

WWCC - Working With Children Check as set out in the WWCA

Employee - Any paid employee of Anglicare Victoria, including all full-time, part-time and casual employees, as well as all contractors who undertake any child-related work (as defined in the WWCA) whether employed by a labour hire company or working in their own business, firm or practice

Volunteer – a volunteer as defined by the Anglicare Victoria Volunteer Policy, including any individual engaging in unpaid work, and adult students undertaking approved placements as part of a course of study at an educational institution

3. PROCEDURES - What you need to do

3.1 Commencement of employment or volunteer engagement

3.1.1 All prospective employees and volunteers must produce proof of possession of a current WWCC before being eligible to commence their employment or engagement.

3.1.2 Production of a WWCC Card will satisfy this requirement. The relevant manager or administrative staff member will take a photocopy of the Card, sign the photocopy as confirmation of having sighted the original, and retain the photocopy on the employee or volunteer file.

3.1.3 For employees or volunteers with an existing WWCC Card, the employee or volunteer will also be required to complete a Change of Details form, nominating Anglicare Victoria as the new employer.

3.1.4 For new employees or volunteers without an existing WWCC, proof of lodgement of an Application for a WWCC will be accepted, subject to completion of the Application process, lodgement of a Change of Details form and production of a WWCC Card.

3.2 Continuation of employment or volunteer engagement

3.2.1 Continuation of employment or volunteer status is conditional on the employee or volunteer at all times maintaining a current WWCC.

3.2.2 Existing employees renewing their WWCC will have the cost paid for by Anglicare Victoria.

3.2.3 If at any time the employee or volunteer is notified by the Department of Justice that their WWCC has expired, been suspended or withdrawn, or they are issued with a Negative Notice or Interim Negative Notice under the WWCA, they must immediately notify their manager. In such event, the employee's employment or volunteer's engagement (as the case may be) will be liable to immediate suspension or termination at the discretion of the CEO based on advice from the Manager Human Resources.

RELATED DOCUMENTS

Working With Children Act 2005 (Vic)

This policy becomes effective as at: 1 July 2007

This policy was last amended: October 2013

This policy is due to be reviewed: October 2015

Queries about this policy should be directed to: Manager Human Resources