



## Policy Document

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| <b>WORKING WITH VULNERABLE PEOPLE</b>                             |                   | Document #<br>AOH-HR021          | Print Date<br>N/A             |
|   |                   | Prepared By:<br>HR Advisor       | Date Prepared:<br>4 Nov 2014  |
| Effective Date:<br>10 Nov 2014                                    | Revision #<br>1.0 | Reviewed By:<br>Leadership Team  | Date Reviewed:<br>10 Nov 2014 |
| Standard:<br>Registration to Work with Vulnerable People Act 2013 |                   | Approved By:<br>Business Manager | Date Approved:<br>10 Nov 2014 |

**Preamble**

To ensure that Archdiocesan personnel (including clergy and volunteers) meet the legislative requirements of the Tasmanian jurisdictions for engagement in child related employment or volunteering. Child related activity is defined to include:

- Child Accommodation Services
- Child Care Services
- Child Education Services (Non-Government & Government)
- Child Protection Services
- Child Related Commercial Service
- Child Related Religious Activity
- Club and Association Activity
- Coaching or Tuition Service
- Counselling and Support Services for Children
- Emergency Services Personnel **not** engaged in Emergency Management Activities
- Justice Facilities for Children
- Services to Children with a Disability
- Teaching
- Transport Services for Children
- Vocational Education and Training
- Youth Workers

**Scope of application**

All active clergy, regular supply clergy, employees and volunteers who are engaged in child related employment (working with vulnerable people) are required to be registered.

Work for religious organisations where children form part of the congregation or organisation is considered child related work, if the work is carried out:

- as a priest, religious leader or spiritual officer, or
- in any other role in the organisation involving activities primarily related to children, including youth groups, youth camps, teaching children and child care.

## Application for Registration

- The Tasmanian Act (Registration to Work with Vulnerable People Act 2013) requires those people participating in activities or services for vulnerable people to be registered.
- The Application for Registration with the Department of Justice must be completed online at [http://www.justice.tas.gov.au/working\\_with\\_children/application](http://www.justice.tas.gov.au/working_with_children/application); this check will need to be renewed by the individual every three (3) years.
- On completing the application, the individual needs to attend a Service Tasmania shopfront with proof of identity and the payment of \$103.60 (for paid employees) or \$17.76 (for volunteers).
- Successfully registered personnel will be issued with a Working with Vulnerable People registration card by post within 6-8 weeks.
- The Archdiocese will verify the child-related employee's or volunteer's clearance number prior to their engagement.
- Those people who have been checked and cleared will be continuously monitored for serious sex or violence offences by the Department of Justice.
- There can only be two results from the Working with Vulnerable People checks - a clearance or a bar. People with a bar may not work or volunteer in child-related roles.
- More information about the phased roll-out of 'Working with Vulnerable People' checks can be obtained from the Department of Justice website or from the Archdiocesan Human Resources Department.

## Employer Responsibilities

- A person must be registered if they are going to work with vulnerable people in a regulated activity or service on a regular basis.
- Records of every clearance for every worker/volunteer will be retained by the Archdiocesan office showing name, number, expiry date and date of verification.
- Each position must be reviewed to establish whether it is specifically child/vulnerable person related. If so, then job advertisements, role descriptions and interview questions should reflect this fact.
- The Archdiocesan office will check the identity of each worker/volunteer, this will require the presentation and recording of the individual's registered card details and verification online.

## Compliance

Both the worker/volunteer and the employer commit an offence if the worker/volunteer is permitted to engage in a regulated activity whilst not registered.

The Archdiocese of Hobart will maintain a central data base of those people registered to work with vulnerable people.

## Implementation

### *Paid Employees*

Paid employees engaged to work with vulnerable people will be required to provide the necessary documentation to Archdiocesan Human Resources before they can commence work with vulnerable people.

### *Volunteers*

Archdiocesan office staff will enter the details of those volunteers who will be working with vulnerable people into the central database. Parishes will forward the names of those volunteers who require a 'working with children check' to the Archdiocesan Human Resources Officer.

The individual's details will be verified online and the parish advised of the individual's status.

- A complete record of the check will be maintained on a data base at the Archdiocesan office.

*Curia*

The details of paid employee information, including parish priests and religious, will be entered into the central data base maintained by the Archdiocesan Office.

Paid employees engaged to work with vulnerable people are required to register prior to taking up their engagement with the Archdiocese. Their registration details will be confirmed by Archdiocesan Human Resources by sighting their card details and verifying online.

**Severe Financial Hardship**

In the event that an employee or volunteer is experiencing severe financial hardship, they should approach their direct manager to establish if assistance can be provided. The organisation may be able to assist by either paying for the check or arranging a payment plan in the case of employees.