



Youth justice custodial practice manual

Secure Services

(<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual>)

If you print and store this document, you may be looking at an outdated version and this may impact on your duty of care. Always check the latest version in the Youth justice custodial practice manual on the DHS intranet before taking action under this procedure. Please make sure the printed procedures are kept securely.

Youth Justice Custodial Services Practice Manual (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual>) > Human resources and business services (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services>) > Professional development (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development>) > Working with Children and Police Checks (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development/working-with-children-and-police-checks>)

Working with Children and Police Checks

- All staff must undergo safety screening, including both Working with Children and Police Checks.
- This is to ensure we provide a safe environment for our vulnerable clients and uphold the department's organisational values.
- For further information, contact the Youth Justice Custodial Services Human Resources team.

When to use this procedure

When recruiting staff.

Working with Children Checks

The Working with Children Check (WWCC) is a mandatory screening process for all people in Victoria who work or volunteer directly with children.

Applicants must apply and pay for a WWCC or produce a current WWCC card prior to receiving a job offer.

National Police Checks

The National Police Checks are conducted to determine if a person has a criminal record and to assess the relevance of that record in the context of the department's work environment and the role applied for.

A Police Check must be completed prior to commencing with the department.

What else you need to know

Make sure you have read and understood the following procedures:

- [Recruitment \(http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development/recruitment\)](http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development/recruitment)
 - [Professional behaviour and boundaries \(http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/introduction-to-working-in-the-custodial-precincts/professional-behaviour-and-boundaries\)](http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/introduction-to-working-in-the-custodial-precincts/professional-behaviour-and-boundaries)
 - [Progression, Performance and Development system and staff supervision \(http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development/progression,-performance-and-development-system-and-staff-supervision\)](http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development/progression,-performance-and-development-system-and-staff-supervision)
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Staff responsibilities

Find your role below to see what your responsibilities are.

- [All staff](#)
 - [Human Resources](#)
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All staff

When required

- Notify the Department of Justice Working with Children Check Unit of any changes to your circumstances such as change of address.
- Notify your line manager if you have been charged by the police with anything.

If you are new or you have been away for longer than six months

- Undergo the safety screening process, completing both checks before commencing your

position.

- Provide a copy of your WWCC card, or a copy of the receipt of payment for the application, to Secure Services Human Resources.

Prior to receiving a job offer

- Provide a copy of your WWCC card, or a copy of the receipt of payment for the application, to Secure Services Human Resources.

Every five years

- Renew your WWCC card.
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Human Resources

At all times

- Ensure all Secure Services staff comply with the safety screening procedures.
 - Process police checks via the CrimTrac system.
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The procedure in detail

- [Proof of identity](#)
 - [National Police Check](#)
 - [International Police Checks](#)
 - [Visas](#)
 - [People previously employed by the department](#)
 - [Working with Children Check](#)
 - [How long is the WWCC valid for?](#)
 - [Which work address do I provide to the Department of Justice?](#)
 - [Victorian Institute of Teaching \(VIT\)](#)
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Proof of identity

Applicants for positions in Secure Services are required to provide proof of identity documents as part of their application process.

Any changes, such as a name change by deed poll or at marriage, must be reported to Secure Services Human Resources Consultant.

National Police Check

The Department of Human Services requires all applicants to undergo a national criminal history check as part of the application and assessment process.

Secure Services Human Resources processes all national police checks for Secure Services applicants.

Applicants who are working in another part of the department or for another government agency and who are applying for positions within Secure Services are also required to undergo a national criminal history check.

You must tell your manager if you are charged with a criminal offence that is punishable by imprisonment or, if found guilty, could be seen to affect your ability to meet the requirements of the work you are engaged to perform.

International Police Checks

If you have lived overseas for 12 months or more in the last ten years, you will need to apply for and submit the results of a new international police check as part of your application.

Visas

If you are not an Australian citizen, you need to have a valid working visa in order to be able to work for the department.

A copy of the visa and passport must be submitted as part of the proof of identity process. As the visa has an expiry date, non-citizens can only engage in casual, temporary or fixed-term roles that do not extend beyond the expiry date.

People previously employed by the department

A new police check will be required if an employee previously worked for the department, but has been away for longer than six months.

Working with Children Check

The WWCC is a system of continuous monitoring introduced to help protect children under 18 years of age from physical or sexual harm.

It is a mandatory check that staff must pass if they are to undertake child-related work.

All youth justice custodial staff are required to have a current WWCC card. The only exceptions to this are if you have a current Victorian Institute of Teaching card or if you are a current, sworn member of Victoria Police.

The check can take three to eight weeks for the Department of Justice to process. It may take longer depending on the outcome of the check.

How long is the WWCC valid for?

The WWCC is valid for five years.

Staff members who already have an employee WWCC card prior to joining the department must inform the WWCC Unit at the Department of Justice within 21 days of commencing with the department that they have changed their employer details.

Which work address do I provide to the Department of Justice?

All directly employed staff in possession of a valid WWCC must nominate the following address as their employer address, irrespective of their physical work location:

Department of Human Services
Recruitment Assurance, P & C Branch
GPO Box 4057
Melbourne VIC 3001
Telephone: 03 9096 5715

All copies of receipts or current cards must be sent to the relevant member of the Secure Services Human Resources team.

You can update your employer details using one of the following three processes:

- via the Department of Justice's online services

- by post using the Department of Justice's Change of Details form
 - by calling the WWCC Information Line on 1300 652 879.
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Victorian Institute of Teaching (VIT)

If you have a valid Victorian Institute of Teaching (VIT) card, you do not require a WWCC.

VIT cards are valid for one year and have a expiry date of 30 September.

If you have a VIT card, show it to your manager and provide a clear, legible copy to the Secure Services Human Resources team.

Additional Information

- [Applying for a Job - Safety screening checks \(http://www.dhs.vic.gov.au/about-the-department/our-organisation/careers/applying-for-a-job/application-process/step-4-safety-screening-checks\)](http://www.dhs.vic.gov.au/about-the-department/our-organisation/careers/applying-for-a-job/application-process/step-4-safety-screening-checks)
 - [Working with Children Check \(http://www.workingwithchildren.vic.gov.au/\)](http://www.workingwithchildren.vic.gov.au/)
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Authorised by: Ian Lanyon, Director Secure Services

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