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Workplace Relations

Memorandum No: 180/2006
To: Principals – AISV Member Schools
For the Attention of: Principals, Business Managers, Governing Body Members and Human Resource Managers
From: Workplace Relations
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Date: 15 June 2006
Subject: Briefings – Working with Children Checks

The Working with Children Check Unit of the Department of Justice in Victoria will be implementing the new checking system for non-teaching personnel and non-exempted volunteers of educational institutions from 1 July 2006.

As foreshadowed, the Working with Children Check (WWC Check) is being phased in over a five-year period from 1 July 2006, with the system being evaluated with WWC Checks of some personnel involved in child protection services and foster care over April to August 2006.

The WWC Check Unit of the Department of Justice is planning to launch its promotional campaign during the first week of July. For independent schools, the timelines of the WWC Checks are as follows:

Child-related Field (Service, Body, Place, Activity)	When to Apply
All overnight camps for children	1 July 2006 to 30 June 2007
Educational institutions for children ... including Non-Government Schools	1 July 2006 to 30 December 2007
Child care services, specifically centre-based long day care, occasional care and home care Children's services (that are required to be regulated under the <i>Children's Services Act 1998</i> (Vic.) including kindergartens and preschools	1 July 2007 to 30 June 2008

As the above timelines indicate, Member Schools have a considerable period of time to achieve compliance.

AISV has arranged four identical two-hour briefings for Member Schools in July and August. Personnel from the WWC Check Unit will provide specific information about the WWCs, including the application process, the assessment of applications, reasons for denying an applicant an Assessment Notice, the processes associated with the issuing of Interim Negative Notices or Negative Notices. AISV Workplace Relations staff members will provide information about the impact of WWCs under current employment arrangements, future employment practices, dealing with Interim Negative Notices and Negative Notices and the future of Criminal Record Checks.

Management personnel of Member Schools wishing to attend a briefing are requested to complete the attached Registration Form.

Member Schools wishing to ascertain information about WWCs may access <http://www.justice.vic.gov.au/workingwithchildren>. School-specific information will be placed on this website after the promotion campaign is launched in early July.