



Policy:	Working with Children Check Policy	Last updated:	March 2020
Category:	Occupational Health & Safety	Status:	Approved
Purpose:	The Working with Children Check (WWCC) aims to assist in protecting children from sexual or physical harm.	Approved by:	Board
		Endorsement Date:	March 2020
Definitions:	Child – a person who is under the age of 18 years	Review Date:	June 2024

Background

The Working with Children Check (WWC) verifies a person's history to ensure they do not have any relevant criminal offences or findings from professional disciplinary bodies. A WWC is valid for five years, unless revoked. During this time the cardholder continues to be checked for new relevant offences or findings.

When is a WWCC required?

A WWC is required for all positions at Tomorrow Today (TT) (staff, volunteer, and contractor positions) that:

- involve contact with children in connection with TT's activities
- involve contact with children on a regular or occasional (not incidental) basis

Process for applying for a WWCC

1. Log on to the Victorian Working With Children Check website:
<https://www.workingwithchildren.vic.gov.au/>
2. Select 'Apply for a Check'
3. Select 'Apply from Victoria'
4. Select either 'Verify with Digital ID' or 'Verify at a Post Office'
5. Select your preferred ID documentation
6. Select the correct type of application – Employee or Volunteer.
7. Once the online form is complete, you will need to finalise the application at Australia Post. Applicants will need a current passport photo. This can be taken at the Post Office, if required.
8. Three forms of identification are required. At least one of these must include a photo.
9. The Post Office will lodge the form. Employees must pay for their WWC. There is no cost to volunteers for their WWC.

10. If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later. TT will also be notified once your WWC has been completed. Commencement at TT is conditional upon receipt of a successful Assessment Notice or WWC card.

Please note – If you already have a WWC card as a volunteer, you will need to log into the website and add TT as an organisation. If you have a WWC card as an employee and you are volunteering with TT, you will need to login to your account and set up as a volunteer and add TT as an organisation.

What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is unsuccessful, the applicant will be issued with a Negative Notice. This means they have failed the WWC and cannot undertake 'child-related work 'or work at Tomorrow Today.

Responsibilities

The Education Benalla Program Manager, as delegated by the Executive Officer, must:

- ensure existing staff and volunteers are informed of the requirement to undergo the WWC;
- ensure prospective staff and volunteers have passed a WWC before commencement
- ensure prospective staff and volunteers update their WWC details and add TT as an employer/volunteer organisation
- place a photocopy of the WWC card in the staff member's personnel file and in Blackbaud
- ensure suitable monitoring procedures are in place to ensure staff and volunteers hold a valid WWC at all times

The staff member, contractor or volunteer must:

- provide an original WWCC card prior to commencement at Tomorrow Today
- notify the Executive Officer if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a relevant offence.
- apply for a new WWCC before their card expires.

Related Policies

- Child Safe policy
- Child Safety Code of Practice
- Elements of a Child Safe Institution

References

- Benalla P-12 College Working with Children Policy
- Working with Children Act 2005 (Vic)