



TITLE	<b>Working With Children Check (WWCC) Policy</b>
VERSION NUMBER	2
APPROVAL	
RESPONSIBILITY	Board of Management
LAST REVIEWED	<b>MAY 2022</b>

### **Preamble**

The Working with Children Check (WWCC) aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

The intent of this procedure is to outline which positions at Waminda Community House require a WWCC and the process to be followed. The procedure applies to all positions at Waminda Community House including staff, volunteer, agencies and contractor positions.

### **Definitions**

Child: a person who is under the age of 18 years.

### **What is the WWCC?**

The WWCC verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWCC is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWCC is administered by the Department of Justice. Both volunteers and employees can hold a WWCC.

### **When is a WWCC required?**

A WWCC is required for positions that meet all of the following criteria:

- involve contact with children in connection with Waminda Community House
- the contact happens on a regular, not incidental to, but normal part of providing a service or activity for children;
- involve direct contact with children and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

### **What is the application process?**

The candidate must complete an online Working with Children Check application, then provide proof of identification at an Australia Post outlet. Under the section marked 'Details of Organisation', candidates should ensure they state Waminda Community House. If the applicant passes the check, they will be sent a successful Assessment Notice, followed by a WWCC check card 2-3 weeks later. Further information about the application process is available on the [Department of Justice webpage](#).

### **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 not successful the applicant will be issued with a Negative Notice. This means they have failed the WWCC and cannot undertake 'child-related work or volunteering' at Waminda Community House.

### **When can the candidate commence?**

Commencement at Waminda Community House is conditional upon receipt of a successful Assessment Notice or WWCC card. Any queries should be directed to the Waminda Board Chairperson.

### **Who pays for the WWCC?**

Staff who are required to undergo a WWCC as a condition of working at Waminda Community House will not be able to receive reimbursement for the cost of an Employee WWCC. However, they can apply to have the costs as a tax deduction on their tax return. Volunteer's WWCC are free.

### **Responsibilities**

The Board Chairperson (or through delegation to the Coordinator) must:

- identify all staff who require a WWCC;
- ensure existing staff and volunteers are informed of the requirement to undergo the check;
- ensure prospective staff and volunteers have passed a WWCC before commencement;
- check the card's validity on the [Department of Justice webpage](#);
- place a photocopy of the WWCC card in the staff member's personnel file and in the school WWCC Register.
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWCC at all times.

The staff member or volunteer must:

- provide the successful WWCC card prior to commencement at Waminda Community House
- Through the Coordinator, notify the Board chairperson if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence.
- apply for a new WWCC before their card expires.

### **FAQs**

#### **What is the difference between a WWCC and a police records check?**

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWCC is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences, or disciplinary findings, from professional bodies. Not all criminal offences are relevant to the WWCC. Broadly, the WWCC considers serious sexual and violent drug offences. A staff member or volunteer is required to undertake a WWCC even if they have already completed a police records check.

### **Related Procedures**

- [Police Records Check Procedure](#)

### **Related Documents**

- [Working with Children Act 2005 \(Vic\)](#)

Further information is available from the [Department of Justice Working with Children webpage](#) or the Working with Children information line on 1300 652 879.