

Working with Children Check policy

HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

Purpose

This policy will provide guidelines to:

- Institute procedures to ensure all non-teaching staff have current Working with Children Checks.
- Assist in protecting child sexual or physical harm by checking a person's criminal history for serious sexual, violence or drug offences and serious disciplinary findings from professional bodies.

Values

HDKA is committed to:

- Protecting the health and safety of children and the right for all children to be safe and feel safe at all times.
- Maintaining clear procedures for processing Working with Children Checks and handling informant relating to the checks.

Scope

This policy applies to members of the Management Team, Nominated Supervisor, Certified Supervisor, educators, staff, students, volunteers and contractors involved in the programs and activities of services administered by HDKA.

Background

The *Working with Children Act 2005* requires all those who work or volunteer with children in Victoria to undergo a WWC Check. The check provides ongoing monitoring of the applicant's criminal records, and is current for five years. Under this legislation it is an offence to knowingly engage in child-related work in Victoria without a valid WWC Check.

All employees and volunteers engaged by HDKA including volunteers and students on placement are required to have a WWCC. All employees and volunteers have contact with children and HDKA must be confident that all persons have been appropriately checked.

Legislation

- Child Safe standards
- *Children, Youth and Families Act 2005 (as amended 2014)*
- *Failure to Disclose 2014*
- *The Charter of Human Rights and Responsibilities Act 2006*
- *Working with Children Amendment Act 2007*
- *Child Wellbeing and Safety Act 2005*
- *Family Law Act 1975*

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Policy

1. All persons commencing employment or volunteering with HDKA are required to have a current WWCC.
2. An employee who has allowed their WWCC to lapse will be stood down without pay or removed from volunteering until a positive renewal notice is received from the Department of Justice.
3. A volunteer WWCC is not acceptable for paid employees and will not be accepted.

Procedure

1. Applications are made via the designated application form available from authorised Australia Post outlets or on the [Working with Children](#) website.
2. Existing staff and prospective staff including contractors and students are required to apply for their own police records check at their own cost.
3. The original Working with Children Check card must be sighted, copied and certified by the Executive Officer and returned to the staff member.
4. In order to maintain a regular check HDKA will do the following:
 - In the last week of every term a report will be printed showing the expiry dates of all staff.
 - At the beginning of the following term any staff who's WWCC expires within that term will be requested to complete a renewal.
5. Those staff are required to provide the WWCC card to HDKA for checking and a copy placed in personnel files.
6. If a negative notice is received on application by a prospective employee or volunteer they will not be employed at HDKA.
7. If a negative notice is issued on an existing employee the matter must be immediately referred to the Executive Officer.
8. Failure of an employee or volunteer to promptly notify HDKA of a negative WWCC notice will be treated as serious misconduct under the HDKA Performance Management and Discipline policy.
9. On termination or resignation of an employee or volunteer HDKA is to be removed from their personal details list on the [Working with Children](#) website.

Service policies

- *Child safe environment*
- *Code of conduct*
- *Performance management and discipline*
- *Recruitment and selection*
- *Police check records*