

Alexandra Community Hub

Working with Children Check Policy

Policy No: 19

Policy:

All staff and volunteers of Alexandra Community Hub (ACH) who may come into direct unsupervised contact with children under the age of 18 years will be required to provide a Working with Children check (WWCC). Students who will be undertaking Practical Placement which includes contact with children under the age of 18 years will also be required to obtain a WWCC.

If work or Practical Placement usually involves (or is likely to involve) regular, direct contact with a child (person under the age of 18 years) where that contact is not directly supervised, that person will need to apply for a WWCC. No person shall commence child-related activities until the Assessment Notice and WWCC Card has been sighted.

All employees/volunteers/students will demonstrate a high degree of individual responsibility especially when dealing with persons under the age of 18 years and will avoid unaccompanied and unobserved activities with people under the age of 18 years wherever possible.

Procedure:

1. Request that the staff member/volunteer/student completes an online application form and lodges it at Australia Post.
2. Ensure that staff understand that they must name ACH as a recipient of any future notifications by the department. Volunteers and students are not required to name ACH.
3. Ensure that staff/volunteers/students provide a copy of the WWCC card which is valid for five years unless it is cancelled.
4. Ensure that the card is sighted by the Executive Officer or other designated person and a copy is obtained.
5. Ensure that details, name, number, date of issue are noted in the WWCC Register to be maintained by the Executive Officer.
6. Ensure that the staff member signs the register to allow ACH to retain a copy of the WWCC.
7. Ensure that privacy of records is maintained and they are kept in locked filing cabinet.

Related Legislation:

Working with Children Act 2005

Related Policies:

Privacy Policy

Child Protection Policy

Version	Original	1	2	3	4	5	6	7	8
Date	11/01/21								