

## Working with Children Check Policy

### Compliance

Child Safe Standards Ministerial Order No. 870  
Victorian Child Safe Standards: Standard 4

### Relevant Legislation

- Working with Children Act 2005 (Vic.)
- Children, Youth and Families Act 2005 (Vic.)

### Related documents

- *Child Safety Statement of Commitment*
- *Child Safety Code of Conduct*
- *Student Support, Access and Equity Policy*
- *Child Safety Risk management policy*
- *Mandatory Reporting Policy and Procedure*

### Definitions

Child	Any person under the age of 18
Child Abuse	<ol style="list-style-type: none"> <li>Any act committed against a child involving: <ol style="list-style-type: none"> <li>A sexual offence</li> <li>The offence of grooming</li> </ol> </li> <li>The infliction, on a child of: <ol style="list-style-type: none"> <li>Physical violence</li> <li>Serious emotional or psychological harm</li> </ol> </li> <li>Serious neglect of a child</li> </ol>
Child Neglect	The failure by a parent or caregiver to provide a child (where they are in the position to do so) with conditions that are culturally acceptable as being essential for the child's physical and emotional development and wellbeing.
Child Safety	All matters related to protecting children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse and responding to incidents or allegations of child abuse.

### Purpose/explanation

The purpose of this policy is to ensure that Ausdance Vic meets the legislative requirements of the *Working with Children Act 2005*. The intent of this policy is to provide a safe educational setting for all staff and students. Ausdance Vic has a responsibility to create an environment where children and young people can participate in a variety of activities through our organisation and be safe from any forms of abuse or neglect.

### Scope

This policy applies to and is binding on, all Ausdance Vic employees, employees and any third party contractors, agents and volunteers working with children on behalf of Ausdance Vic.

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### Responsible parties

The Executive Director, Director of Education and Lifelong Learning and the RTO and Education Coordinator are jointly responsible for the implementation and conduct of this policy and related procedures.

### Working with Children Check

In accordance with the Working with Children Act 2005, all employees, contract staff, staff working under partnership arrangements and volunteers who have “*regular, unsupervised contact with children in child related work*” are required to hold a Working with Children Check Card (WWCC).

Ausdance Vic acknowledges that responsibility and accountability for child safety does not start and end with a Working with Children Check. All Ausdance Vic staff, delivery partners, contractors and volunteers must be aware of and adhere to our organisations child-related policies and procedures, including reporting structures and communication protocols.

### Obtaining and maintaining the currency of the WWCC

Ausdance Vic staff members, contractors and volunteers whose roles require them to have contact with children are required to hold a current Working with Children Check during their term of employment with Ausdance Vic, and to carry their card on them when in contact with children.

An offer of employment at Ausdance Vic for any role where child-related work is required, will be conditional on the prospective employee obtaining a WWCC Check. It is the responsibility of the prospective employee, contractor or partner school teacher to apply for their WWCC Check and pay the cost prior to commencing work.

If a new employee or contractor has applied for a Working with Children Check, but the completed check has not been received, Ausdance Vic may choose to:

- delay the commencement of employment until the employee has obtained their working with children check.
- withdraw the offer of employment.
- supervise the employee or contractor during face to-face contact with students less than 18 years of age.

If Ausdance Vic RTO runs a training program in which students 18 years of age or older are required to engage with children, those students will require a WWCC prior to commencement of the course or must be supervised in all environments where children under 18 are present. Ausdance Vic RTO reserves the right to refuse enrolment to anyone who has not obtained a WWCC prior to the commencement of such a course, or to charge the student for the cost of hiring someone to supervise them while working with children.

Each employee, contractor or volunteer is responsible for making sure their Working with Children Check is current.

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### Verifying the WWCC

- Ausdance Vic will verify each person's WWCC prior to the commencement of their work with Ausdance Vic.
- Ausdance Vic will review and verify the status of all current employees, contractors and volunteers WWCC's annually.
- Partnerships for Certificate II in Dance will only be offered to new schools once the teachers' working with children check has been received and verified.
- Ausdance Vic will verify the status of all Partner schools' teacher's WWCC cards prior to issuing Partnership Agreements for the following year.

### Disclosure of status changes

All employees/contractors/partners/students must advise Ausdance Vic of any change to the status of their WWCC as soon as possible.

### Consequences

Failure to adhere to any of the above requirements may be considered misconduct and may result in disciplinary action.