

Working with Children Check Procedure

This procedure outlines the requirements for following the

Working with Children Check Policy

All Ausdance Vic employees who work with children are required to hold a Working with Children Check Card (WWCCC).

NOTE: some people are exempt from the check, including VIT registered teachers, and currently serving police officers.

<https://www.workingwithchildren.vic.gov.au/about-the-check/when-you-dont-need-a-check>

Procedure for Ausdance Vic Events and Projects

When planning & delivering an event, project or program, first ask: does the event, program or project engage with children up to 18 years?

If the answer is YES

1. Identify all the roles required to run the event, including artists, teachers and volunteers.
2. Request a copy of each person's current WWC card.
3. Record the name and card number in the Working with Children Check database.
4. Check the status of each person's card individually on the Department of Justice website
<https://online.justice.vic.gov.au/wwccu/checkstatus.doj>

OR

Use the working with children checker excel spreadsheet downloadable from
<https://www.workingwithchildren.vic.gov.au/about-the-check/resources/status-checker>

5. Follow up with anyone whose card was invalid or who failed the check.
6. If a potential employee, artist or volunteer is unable to pass the check, and Ausdance Vic still wishes to engage them, (for example, a visiting artist from overseas), plan and document supervision arrangements to ensure that the artist will be supervised when in contact with children.

Procedure for Partnerships

First ask: does the event, program or project engage with children up to 18 years?

If the answer is YES.

Determine which organisation is responsible for collecting WWC information.

If another organisation is responsible for WWCCC information, Ausdance Vic and the partner organisation will discuss, agree on and document all of the following:

- Clear procedures for the WWCCC collection process, including completion date (when the partner organisation expects to receive all copies of WWCCC).
- How the verified information will be shared without breaching Privacy regulations.
- A contingency plan in case any of the potential employees, artists or volunteers is unable to pass the check, to ensure that children will be safe. People who don't pass the check may be excluded from taking part, or may be supervised, depending on the circumstances.

Working with Children Check Procedure

If Ausdance Vic is the responsible party, the process is as follows:

1. Identify all the roles that will have contact with children, including artists, teachers and volunteers.
2. Request a copy of each person's current WWC card OR VIT registration Card.
3. Save an electronic copy in the register for that event or program: e.g. for Certificate II in Dance, the teacher's WWCCC or VIT Registration Card should be saved in their individual folder in the Trainer register.
4. Record the name and card number in the Working with Children Check database, or if it is Ausdance VIC RTO Partnership, in the Trainer register entry for that person.
5. Check the status of each person's WWCC card individually on the Department of Justice website <https://online.justice.vic.gov.au/wwccu/checkstatus.doj>
OR Use the working with children checker excel spreadsheet downloadable from <https://www.workingwithchildren.vic.gov.au/about-the-check/resources/status-checker>
6. Alternatively, if the person is a VIT Registered teacher, skip step 5 and check their VIT registration by going to: <http://www.vit.vic.edu.au/search-the-register>
7. Record the result of the verification process in step 5 or 6.
7. Follow up with anyone whose card was invalid or who failed the check.
8. If someone has failed the check because they should not be working with children, inform them that we are unable to Partner with them.