



Working with Children’s Check

1. Purpose

Cornish College is committed to child safety and fulfilling its duty under the Working with Children Act 2005.

All people engaged in child-related work at the College must hold a current Working with Children Check (WWC) and to provide evidence of this check.

2. Scope

This policy applies to all adults (persons at or over 18 years of age) engaged in child-related work at the College, including, contractors and volunteers.

3. Key Responsibilities

Position/Roles	Responsibilities
Council	<ul style="list-style-type: none"> Ensure the College complies with its requirements under the <i>Working with Children Act 2005</i>
Executive Leadership Team (ELT)	<ul style="list-style-type: none"> Ensure that all people engaged in child-related work at the College, including volunteers, hold a current Working with Children Check (WWC) and to provide evidence of this Check and maintain a register of checks. Provide support for staff in undertaking their responsibility in this area
All adults engaged in child-related work at the College, including volunteers and contractors. (Excludes teachers registered with the Victorian Institute of Teachers)	<ul style="list-style-type: none"> Provide evidence of their current Working with Children Check before engaging in work at the College
Organisations utilising the College during operational hours	<ul style="list-style-type: none"> Provide evidence of members’ Working with Children’s Checks and communication of Code of Conduct to all members

4. Key Elements of the Policy

All adults engaged in child-related work at Cornish College, including contractors and volunteers, are required to hold a Working with Children Check and to provide evidence of this Check to the College. Excludes VIT Registered teachers who fulfill these requirements through their registration.

The College will maintain a Working with Children Register.

5. Procedure

5.1 All Non-Teaching staff

All staff (excluding VIT registered teachers) engaged in child related work at the College must present a current Working with Children Check before commencing work.

The following clause is included into all non-teaching staff employment contracts:

"Working with Children Check and Police Check

- 1.1 If you have not already done so, you are required at your own expense to obtain and to provide copies to Cornish College of both a Working with Children Check and a Police Criminal Record Check.
- 1.2 Should you be unable to provide both documents, your employment may be terminated without notice."

5.2 Contractors

All contractors engaged in child related work at the College must present a current Working with Children Check before commencing work. A register of preferred contractors for standard services will be maintained.

5.3 Volunteers

All volunteers engaged in child related work at the College must present a current Working with Children Check before commencing.

Volunteers will be provided with an information sheet containing information about how to obtain a WWC before they commence.

5.4 Organisations which Utilising the College during Operational Hours

Organisations which utilise the College property must adhere to the Cornish College Code of Conduct and provide evidence of members' Working with Children's Checks and communication of the Code of Conduct.

5.5 Working with Children Register

The details of the supplied WWC (WWC card number and expiry date) will be entered into Synergetic, the College's integrated database management system.

Photocopies are to be taken of all WWC documents as they are provided and documented as sighted and dated by administration staff. These copies are then to be maintained on staff files.

Staff will be reminded as registrations are due.

6. Definitions

Working with Children Act 2005

The Working with Children Act 2005 ('the Act') commenced in April 2006. The most recent amendments to the Act were in 2014. The Check is one of the safety measures organisations need to put in place to protect children from sexual and physical harm.

The Act:

- defines child-related work
- establishes a [framework to screen, monitor and assess](#) the criminal records and the professional conduct of people who intend to work with children
- [lists the offences](#) applicants are screened for

- enables the department to rule that a person who [fails the Check](#) is prohibited from working with children
- [lists the people exempt from the Check](#) like teachers registered with the Victorian Institute of Teaching (VIT), as their criminal records and professional conduct are screened by VIT.

What is Child-Related work?

The Act defines children as anyone under the age of 18.

Child-related work involves contact with a child that is unsupervised, direct and a part of the person's duties.

Child-related work is an activity undertaken in any of the services, bodies or places referred to in the Act as 'occupational categories'.

Child-related work for ministers of religion has a different meaning under the Act. Please go to the section below under Ministers of religion and child-related work for full details.

You do not need a Check if you:

- work in an unpaid private/domestic arrangement for family and friends
- supervise a student in practical training organised by their educational institution
- take part in an activity with a child in the same way that a child participates
- e.g. as other players in a chess team.

You do need a Check if you meet ALL 6 criteria listed below.

1. You are an adult working with under 18 year olds.
2. You are working as one of the following:
 - an employee
 - a self-employed person or an independent contractor
 - a volunteer
 - a supervisor of child employees (where the child is under 15 years of age) pursuant to the Child Employment Act 2003
 - a participant in practical training through an educational or vocational course
 - a participant in unpaid community work under a court order
 - an officer of a body corporate
 - a member of a committee of management of an unincorporated body
 - a member of a partnership
 - a minister of religion* ¹ or someone performing duties of a religious vocation
3. You are working in any of the occupational fields listed in the Act. Go to [Occupational fields](#) for the full list.
4. Your work involves direct contact with children, which means you are able to talk face-to-face or have physical contact with children.
5. Your contact with children is part of your duties i.e. not incidental to your work.
6. Your contact with children is not directly supervised by another person.

¹ *Please read 'Ministers of religion and child-related work' for full details on the special obligations under the Act for ministers.

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Direct supervision means immediate and personal supervision. It is possible for the person supervising the contact with children to leave the room briefly for example to take a phone call.

7. References

[Working with Children Act 2005](#)

[Working with Children Regulations 2016](#)

[Cornish College – Child Safe Policy SWPOL-001](#)

[Cornish College – Code of Conduct SWPOL-002](#)