

HR20. Working with Children Policy

Policy Objective

To provide guidelines to ensure that the Shire meets its obligations under the *Working with Children (Criminal Record Checking) Act 2004* for staff, contractors and volunteers who work in child-related work.

Policy Statement

1. Responsibilities

The Shire of Dundas has four key areas where child-related work occurs and where staff are required to hold a current WWC Card.

- Community Development
- Youth Services
- Swimming Pool Manager
- Better Beginning Library Program (Story-time)
- Norseman Community Resource Centre

The Working with Children (WWC) Check is a compulsory screening strategy in Western Australia for people who engage in certain child-related work under the *Working with Children (Criminal Record Checking) Act 2004*. It is one of the measures used by employers and organisations to minimise risk to children through the services and work they provide. The Shire of Dundas must make every endeavour to meet its Working with Children obligations.

2 Authorised Person

The Authorised Person who represents the Shire of Dundas will be the Chief Executive Officer or a senior officer delegated by the Chief Executive Officer to act on their behalf. Delegation should occur in writing and be signed by the CEO and the senior officer accepting the duties.

Duties of the Authorised Person are to:

- Sign WWC Check Application forms and sign and confirm online renewal forms on the behalf of the Shire of Dundas.
- Ensure that workers who withdraw their WWC Check application or cancel their WWC Card do not engage in child-related work.
- Receive a copy of an applicant's WWC Card, Interim Negative Notice or Negative Notice and any related correspondence.
- Remove a person issued with an Interim Negative Notice or Negative Notice from their child-related work.
- Ensure records are kept to demonstrate compliance with the Act and any governance decisions made regarding WWC Checks.
- Notify the WWC Screening Unit of offences that make it inappropriate for a worker to continue in child-related work.

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3. Recruitment

Advertising positions for child-related work will include clear statements about the Shire of Dundas' commitment to safe guarding children through rigorous reference checking including a WWC Check and National Police Certificate where required.

Staff who are to commence child-related work as an employee of the Shire of Dundas must hold a current Working with Children Check Card before they begin the child-related work or have applied providing written confirmation such as receipts of their WWC application being submitted. Records to be sighted by the Authorised Person and filed in staff personnel file.

4. Current Staff

- Staff working in child-related work must hold current WWC Card.
- A WWC Card expires every three years unless the WWC Screening Unit or the card holder cancels the WWC Card earlier. Managers are responsible for ensuring that staff working in child-related work hold current WWC Cards. Status and expiry dates of WWC Cards should be noted during the yearly staff review.
- Staff members are responsible for renewing their WWC Card **before** they expire.

5. Fees

Application and Renewal Fees for WWC Cards will be paid by the employee and reimbursed via EFT or Petty Cash where the receipt is produced.

6. Contractors

Contractors engaged by the Shire of Dundas to perform child-related work must hold a current WWC Card unless they meet an Exemption Category as listed on the Department of Communities Child-Related-Work and Exemptions.

7. Parent Volunteers

Parent and Community Volunteers play an important part in community events and programs and their service and dedication are valued and appreciated. However, volunteers must meet the requirements of the *Working with Children (Criminal Record Checking) Act 2004*.

Volunteers, parent or community, assisting in an overnight camp where children are the primary clients are required to hold a current WWC Card. The volunteer's WWC Card must be sighted and recorded.

Volunteer Exemptions

The following exemptions apply for parent volunteers as stated through the Department Communities Working with Children.

- A parent who carries out work on a voluntary basis where their child is being provided the service in connection with the activity in which the child is participating, or ordinarily participates does not require a WWC Card, unless it is an overnight camp.
- When the coaching or private tuition service is also carried out in connection with a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children (category 12), and the work is carried out on a voluntary basis by a parent of a child who

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is involved, or is ordinarily involved in some, or all, of the activities of the club, association or movement.

- A coaching or private tuition service provided to a class of two or more persons that is not provided primarily for children.
- Work carried out on a voluntary basis by a parent of a child who is a passenger on the transport service or is ordinarily a passenger on the transport service.

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