

## YMCA Geelong Policy –Working with Children Checks



### OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 138-O	01/12/2018	01/12/2018	APPROVED

### 1. WORKING WITH CHILDREN CHECK POLICY

### 2. INTRODUCTION

YMCA Geelong is committed YG104-G Safeguarding Children and Young People Policy, is committed to complying with relevant Working with Children Check (WWCC), or other State or Territory equivalent, obligations.

Working with Children Checks, or the relevant State or Territory equivalent, help protect children and young people by checking a person's criminal history for serious sexual, violence or drug offences and findings from professional disciplinary bodies, and are required by all employees and volunteers working with or intending to work with children and young people.

### 3. POLICY

#### 3.1 Applicable Legislation

YMCA Geelong will comply with each State or Territory legislation applicable to YMCA Geelong services and programs in that respective jurisdiction, specifically including those that govern the mandatory minimum background checking standards (i.e. Working with Children Checks or Equivalent).

We proactively implement a practice that all employees/volunteers must have a current WWCC and exemptions for VIT/Police/Visiting workers will not apply under our policy.

#### 3.2 YMCA Geelong Personnel required to obtain a Working with Children Check

3.2.1 All YMCA personnel must at all times hold a valid WWCC or equivalent to undertake a position that has been deemed to require a WWCC or equivalent, in line with the applicable State or Territory Legislation.

3.2.2 All YMCA Managers/Co-ordinators must utilise available resources as per the procedure. YMCA staff/ volunteers engaged in direct and regular contact with children require a WWCC before commencing /continuing.

An incumbent/applicant can provide a WWCC receipt as proof that they have applied for a WWCC and may be able to commence in circumstances as outlined in the procedure.

3.2.3 YMCA Geelong employees, volunteers, board members, consultants and contractors may commence or continue work if they present an WWCC application receipt as evidence that they

have applied for a WWCC Check or renewal of a WWCC Check, provided that such action does not breach relevant legislation, as per the procedure.

Note: Presentation of receipt will not be accepted in licenced or approved Children's Services setting and employees must have a valid WWCC card to work directly with children.

### 3.3 Working with Children Check Compliance

- 3.3.1 All YMCA Managers must ensure that all relevant staff and volunteers maintain valid WWCCs at all times. This includes ensuring those in paid positions hold an 'Employee' WWCC and not a 'Volunteer' card.
- 3.3.2 Where a position has been determined to require a valid WWCC, the relevant Offer of Employment and Appointment, Offer of Appointment to a New Position or Offer of Variations to Terms and Conditions of Employment must stipulate that their ongoing employment or engagement as a volunteer is subject to holding a valid WWCC.
- 3.3.3 All YMCA Managers must provide employees and volunteers WWCC compliance records to the relevant Payroll/HR Co-ordinator for recording and compliance monitoring purposes.
- 3.3.4 Where it has been determined that a position is exempt from requiring a WWCC, a YMCA Manager must inform Payroll/HR Co-ordinator for recording and compliance monitoring purposes, and must conduct a review of any changes that may affect the exemption as required.

### 3.4 Negative Working with Children Check Reports

- 3.4.1 Those issued with an interim Negative Notice, or a Negative Notice in relation to their WWCC application, **must not commence** and/or **must be suspended from child related work**.

### 3.5 Consequences of Failing to Provide an updated WWCC to employer (YMCA Geelong)

The consequences of failing to provide a WWCC card are:

- Volunteers and Casuals will not be rostered for shifts until the documents (WWCC card or Receipt of Payment/Lodgement) are provided to Payroll/HR department.
- Permanent staff is that they will not be able to work with children until the card is provided, this may mean they are stood down with no pay until such a time the renewed WWCC card is provided to the Payroll/HR department.

## 4 DEFINITIONS

<b>Cardholder</b>	A person who currently holds a valid WWCC.
<b>Child / Young Person</b>	Any person under 18 years of age.
<b>Child Related Work</b>	Work that usually involves, or is likely to involve, regular direct contact with a child or young person that is not directly supervised

<b>Consultants and Contractors</b>	Any external agent engaged by the YMCA Geelong to provide goods or services to the YMCA who are involved in regular direct contact with a child or young person that is not directly supervised. Ie: Group Fitness Instructor, Birthday host, Skate event co-ordinator, agency relief staff.
<b>Directly Supervised</b>	Immediate and personal supervision.
<b>Regular and Direct Contact with Children and Young People</b>	Contact that is not incidental, but normally part of providing a service or activity for children and/or young people, that can involve physical contact, face to face communication or contact within eyeshot when providing services or activities for children.
<b>Working with Children Check (WWCC)</b>	The WWCC is a mandatory minimum checking standard across Geelong for individuals engaged in child related work. The WWCC helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. This Check is governed by the Geelong Department of Justice.
<b>YMCA Geelong Personnel</b>	Refers to all YMCA Geelong Employees, Volunteers, Board Members,

## 5 POLICY SCOPE

The Working with Children Check Policy applies to YMCA Geelong Inc. and applies to all existing, new and prospective, YMCA Geelong employees, volunteers, board members, contractors and consultants.

## 6 ROLES AND RESPONSIBILITIES

<b>Department/Area</b>	<b>Role/Responsibility</b>
Employees, Volunteers, Board Members, Consultants and Contractors	<ul style="list-style-type: none"> <li>• Compliance with this Policy, and the procedure</li> <li>• Where engaged in positions that require a Working with Children Check, they are responsible for applying for and renewing a WWCC Check, including payment of associated fees.</li> <li>• Be aware of their obligations as a WWCC Cardholder in accordance with State or Territory legislation.</li> <li>• Maintaining and up to date WWCC, and notifying a YMCA Manager when a WWCC has expired or become invalid.</li> </ul>
Managers and Supervisors	<ul style="list-style-type: none"> <li>• Ensure the Working with Children check Procedures are complied with, that relate to the implementation of this Policy and ensuring that employees and volunteers engaged in positions that require a WWCC have a valid WWCC.</li> <li>• Monitoring the status of applications and Cards due for renewal in the prescribed record management / payroll system.</li> <li>• Ensuring that employees or volunteers issued with an Interim</li> </ul>

	Negative Notice, a Negative Notice or have their WWC Check card suspended or revoked do not undertake child related work.
Payroll and HR	<ul style="list-style-type: none"><li>● Oversee implementation and compliance with the WWC Check Policy and Procedure.</li><li>● Responsible for reviewing and updating the Policy, procedure and supporting resources.</li><li>● Responsible for providing advice in the application of this Policy in accordance with agreed Human Resource service levels.</li></ul>
Payroll Specialists and Volunteer Manager	<ul style="list-style-type: none"><li>● Responsible for recording valid WWC Check Card and Application Receipt details in the Payroll System, and ensuring records are maintained in Volunteer Database.</li><li>● Monitoring the status of applications and providing reports to YMCA Managers.</li><li>● Monitoring WWC Check Cards due for renewal and providing reports to Managers.</li></ul>

## 7. MONITORING, EVALUATION AND REVIEW

Compliance with this Policy will be monitored by payroll department on a quarterly basis through the Volunteer Database or Payroll System by monitoring the status of applications, recording valid WWC Check Card details, monitoring cards due for renewal, and conducting compliance reporting provided to Executive Officers. YMCA Geelong Managers are responsible for local compliance, including ensuring that all YMCA Personnel hold a valid WWCC if required, and WWCC details (WWCC number and expiry dates) are recorded and monitored in local records.

SMT will conduct an annual compliance audit of available payroll data and provide reports.

The Payroll/HR Co-ordinator is responsible for formally evaluating and reviewing this policy every 3 years in conjunction with representatives from key stakeholder groups. However, small changes and additions may be made outside of the annual review to ensure the policy remains relevant and current in line with relevant legislation. This will occur through the consultation process as outlined in the Policy Framework.

## 8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

### ACT

[Working with Vulnerable People \(Background Checking\) Bill 2010](#)  
[A Guide to Working with Vulnerable People in the ACT](#)

### Victoria

[Working with Children Act 2005](#)  
[Working with Children Regulations 2006](#)

**YMCA Geelong Policies**

[YG 104-G Safeguarding Children and Young People Policy](#)

[Criminal History Record Check Policy](#)

[Recruitment and Selection Policy](#)

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Policy Owner: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V2	08/06/2016	Shona Eland	Inclusion of Clause 3.5 Consequences of Failing to Provide an updated WWCC to employer (YMCA Geelong)
V3	01/12/2018	Adele Andrew	Updated clause 3.1, 3.3.1 and 3.4.1 Removed wording "equivalent"

As adopted by the YMCA Geelong Inc on 01/12/2018



Chief Executive Officer  
YMCA Geelong Inc

