

## **Guideline – Police and Working with Children Checks**

### **Objective**

The objective of the guideline is to provide guidance on when Police Checks and/or Working with Children Checks (WWCC) are required by preferred applicants for new positions, existing staff, volunteers, agency staff and contractors.

### **Scope**

Yarriambiack Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected and valued. Council is also committed to meeting its legislative requirements and to ensure its employees understand their obligations.

This guideline applies to:

- Existing employees, potential employees, nominated volunteers, nominated contractors and agency staff responsible for engaging with children and young people for the purpose of care, education, monitoring, support, stakeholder consultations and or work experience placements.
- Employees that are in management/supervisor roles and/or in positions requiring cash handling or accountability for cash handling and procurement processes.
- Employees in Finance roles.

Employees, volunteers or applicants under 18 years of age are exempt from this guideline. Employees, volunteers and work experience students under 18 conducting who work with the Yarriambiack Shire Council must be working under supervision, and this supervisor must hold a current WWCC.

Council will not intentionally engage or employ any persons whose checks are not deemed to be suitable for the role.

Employees, contractors, volunteers and agency staff are required to have a WWCC in accordance with the *Worker Screening Act 2020* (if work involves direct contact with children) and undertake a criminal history check.

### **Council's Obligations**

- Council will not employ or engage people in child-related work if they do not have a valid WWCC unless that person is exempt from the Worker Screen Act 2020.
- Completion of criminal history checks will be communicated to prospective employees and volunteers prior to their commencement with Council.
- Ensure that any nominated contractor, has a valid check and is not prohibited from working with children (if sourced to do child-related work)
- Ensure employees performing child-related work have an employee WWCC.
- In accordance with the Privacy & Data Protection Act 2014, personal information obtained through the WWCC and Police check process will only be used for its intended purpose.

### **Obligations of the employee**

- It is the employee's responsibility to renew their WWCC prior to expiry. The employee may seek assistance from the Manager Organisational Performance to initiate the renewal. This will automatically direct the cost to Council.

- Employees that cannot work in child-related work because of an expired WWCC will not be compensated during this time, they will need to access leave entitlements or leave without pay unless the CEO, at their discretion advises otherwise, or the organisation is able to provide non-child-related work until the expired WWCC is renewed.

### New employees, Agency staff, nominated contractors and nominated volunteers

- Yarriambiack Shire Council, through the recruitment process will ensure that all new employees and nominated volunteers provide Council, prior to commencement a copy of a current Police Check and WWCC (or a copy of their VIT registration) – where it's a mandatory requirement for the position.
- Council reserves the right to deny employment or engagement, or revoke an offer of employment or engagement, in instances where a satisfactory WWCC or criminal history check is not provided.
- Agency staff engaged by Council will be required to provide evidence of a satisfactory Police Check and Working with Children Check (if mandatory) prior to commencement.

### Cost of WWCC's and Police Checks

When it is a mandatory requirement for the position to have a Police Check and WWCC, the preferred candidate must provide proof of a current WWCC and Police Check dated within six months. Costs of these checks are to be met by the successful applicant prior to commencement.

Costs to renew Police and WWCC's for existing employees, where it's a mandatory requirement for their position, will be met by Council.

Volunteer WWCC's do not incur a cost.

Contractors and Agency Staff are required to provide Police Checks and WWCC's at their own expense.

### Designated Work Areas requiring WWCC's & Police Check Updates

Designated Areas	WWCC	Police Check
Community Support Workers	No	Yes
Age Care Assessment Officers and Coordinators	No	Yes
Team Managers/Coordinators and Supervisors	Yes	Yes
Finance / Payroll Officers	No	Yes
Procurement/Contract Officers	No	Yes
Risk Officer	No	Yes
Positions requiring cash accountability for cash handling / procurement processes	Yes	Yes
Positions undertaking electronic funds transfers	No	Yes
Kindergarten Coordinators/Team Leaders	Yes	Yes
Early Year Teachers	Yes	No
Early Year Educators	Yes	Yes
Library Staff & Youth Workers/Officers	Yes	Yes
Maternal Child Health Staff	Yes	Yes
Local Law Officers	Yes	Yes
Nominated Contractors	Yes	Yes
Nominated Volunteers	If applicable	Yes
Supervisors of work experience students	Yes	Yes
Town Maintenance Staff & Caravan Park Caretakers	Yes	Yes
Lifeguards	Yes	Yes
Contractors working at Council facilities where children are present during hours of work	Yes	No

All employees, nominated volunteers and contractors listed in the above designated work areas are required to renew their Police Checks every 3 years.

All employees, nominated volunteers and contractors listed in the above designated work areas are required to renew their WWCC every 5 years.

Early Childhood Teachers holding a VIT registration do not require a Police Check.

**Responsibility**

The Organisational Performance Department, Human Resource representative is responsible for ensuring new employees, volunteers and contractors submit a Police Check and/or a WWCC (if required for their role) prior to commencing employment with Council.

All Managers/Coordinators and Supervisors are to ensure employees, nominated volunteers and nominated contractors working for Council renew Police and Working with Children Checks when required.

The Organisational Performance Department, Human Resource representative is responsible for the monitoring of Council’s WWCC’s and Police Checks.

Yarriambiack Shire Council’s Happy HR Management System will generate a reminder to all employees that are required to renew their WWCC.

The Manager Organisational Performance will monitor Police Checks monthly.

**Documentation retention**

WWCC’s are maintained in employees personnel file in the Happy HR Management System.

Police Check details are held in a separate register in the Human Resources Management System.