


DOCUMENT TYPE	P	 LA TROBE UNIVERSITY
ADMINISTRATIVE	5	
GOVERNANCE	1	
GOVERNANCE	3	
NUMBER	007	Policy Database Document Reference Number 513007P

WORKING WITH CHILDREN POLICY

Purpose/ objectives	To ensure that all staff involved in child-related work as part of their duties and all students who are involved in child-related work as part of their course of study comply with the Working with Children Act 2005 (the Act).
Scope/ Application	<p>The policy applies to:</p> <ul style="list-style-type: none"> • all campuses of the University; • all courses of the University which involve students in child-related work; • all staff of the University involved in child-related work or in University-approved extra-curricular volunteer and community engagement programs; • all students of the University involved in child-related work in their course or through University-approved extra-curricular volunteer and community engagement programs; • all students or staff involved in the supervision of students within Residential Services facilities.
Policy Statement	<p>The Victorian Department of Justice administers Working With Children (WWC) Checks and issues Assessment Notices following the WWC Check. The following members of the University community must hold a valid positive assessment notice prior to the commencement of employment or placement:</p> <ul style="list-style-type: none"> • Staff involved in child-related work as part of their duties • Students who undertake a clinical or practical placement as part of an educational or vocational course (for example as a student teacher). These students are classed as doing volunteer work for the purposes of the Act. • Staff or students involved in University-approved volunteer and community engagement programs; • staff or students undertaking work as a Residential Assistant within the University's Residential Services facilities irrespective of whether they are an employee of the University or a volunteer. <p>The Act does not apply to staff who may have students under the age of eighteen in their classes.</p> <p>The Department of Justice does not impose a charge for students applying for a WWC Check. An Assessment Notice will remain valid for a period of five years.</p> <p>A person holding a valid positive Assessment Notice must notify the Department of Justice and the relevant faculty in writing within 7 days of a relevant change of circumstances as required in the Act.</p> <p>All La Trobe University publications providing information on courses and subjects which may involve working with children must state the requirement for a WWC Check and include the implications for students in the event of a negative assessment notice being received.</p> <p>Assessment Notices received from the Department of Justice are subject to the Privacy Principles in the Information Privacy Act 2000. They may be accessed only by staff whose primary purpose is administration of the activities of staff involved in child-related work and students undertaking clinical or practical placements which involve child-related work.</p>

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Supporting Procedures	Working with Children Procedures – Students Working with Children procedures – Staff
Responsibility for implementation	Faculties, Residential Services People and Culture, Academic Services Publications
Responsibility for monitoring implementation and compliance	Faculty Registrars Residential Services People and Culture
Status	New Policy
Key stakeholders	Faculties/Schools, Residential Services People and Culture, Academic Services Internal Audit
Approval Body	Council
Initiating Body or person(s)	Director, Academic Services
Definitions	Assessment Notice: Working with Children Check assessment. Child: A person under 18 years of age. Child-related work: Work that usually involves or is likely to involve regular, direct contact with a child in connection with any of the 20 child-related occupational fields set out in the Working with Children Act 2005
Related legislation	Working with Children Act 2005 (and associated legislation)
Related Policy and other documents	Department of Justice Working with Children website
Date Effective	To be determined
Next Review Date	30 June 2011
Keywords	Working with children; police records check; children; child-related work.

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