**Adverse Police/Working with Children Check Policy**

**PURPOSE**

The purpose of this policy is to ensure that all staff, students, volunteers and wider community, engaged by or use the Centre/House, are not put at risk.

Insert org name is committed to ensuring that appropriate background and Police checks are undertaken on all staff, volunteers and student placement participants.

**SCOPE**

All members of the Committee of Management, Manager/Coordinator, all staff, volunteers and placement students.

**POLICY STATEMENT**

Police and/or Working with Children checks are part of the pre-employment process of insert org name.

If a current or prospective staff member/volunteer has an adverse finding on a Police or Working with Children check, each case will be assessed on a case by case basis and staff/volunteers or prospective staff/volunteers shall be given the opportunity to discuss the matter with the Manager/Coordinator before any employment/termination decision is made.

To inform and arrive at a decision, the following will be considered:

* The nature of the offence
* The relevance of the offence
* The length of time since the offence was committed
* The age of the person when the offence was committed
* The number and frequency of offences committed
* The severity of the punishment imposed, as this made provide some indication of the seriousness of the offence
* Whether the offence is still a crime
* Based on quality referees; the general character of the person since the offence was committed.

The decision to employ must be based on the obligation to ensure a safe and appropriate environment of the Centre/House participants.

Employment/ terminations decisions will be made jointly by the Manager/Coordinator and Committee of Management based on the details of the case as outlined and advice from Jobs Australia, DHHF/DHS/ or the Department of Education and Training depending on the position under scrutiny.

**There are specific requirements for certain programs**

**Childcare and Children’s Programs**

Staff employed in Childcare or Children’s programs are required to have no adverse findings on their Working with Children Check. Applicants without a WWCC or have adverse findings on their WWCC, will not be engaged either as staff, student placement or volunteer.

Staff or volunteers who have adverse findings in the annual follow up check will be terminated immediately.

The Childcare staff listed on the Childcare registration are required to have a National Criminal Check, upon any adverse findings the Department of Education and Jobs Australia will be contacted immediately for advice.

**Relevant Legislation**

Family Assistance Law Act – 14 (C’Wealth)

**Related Documents**

Police Checks Policy

Staff Recruitment and Selection Policy

Code of Conduct Policy

Parents Handbook

|  |  |  |  |
| --- | --- | --- | --- |
| Policy/Procedure name | Adverse Police/WWCC Policy | Version | 1 |
| Policy number | Insert Policy Number | Date developed | Insert Month/Year |
| Drafted by  | Manager/Coordinator | Approved by CoM | Insert Month/Year |
| Responsible person | Manager/Coordinator | Scheduled review date | Insert Month/Year |
| Policy Area | Operational |