

WORKING WITH CHILDREN POLICY

Contents

1	NQS.....	2
2	National Regulations.....	2
3	Aim.....	2
4	Related Policies.....	2
5	Implementation.....	2
5.1	Recruitment Process.....	2
5.2	New Employee.....	2
5.3	Current Employees.....	3
5.4	Contractors and Service Providers.....	3
5.5	Students.....	3
6	Version Control Table.....	3

1 NQS

QA2	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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2 National Regulations

Regs	145	Staff records
	146	Nominated Supervisors
	147	Staff members
		<i>Child Protection (Working with Children) Act 2012</i>

3 Aim

The service takes its responsibility to provide a safe and caring environment for all children seriously. We believe that the safety of children is paramount at all times.

The Working with Children Check process along with the Recruitment and Selection process are vital steps in providing a safe environment.

4 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC and Kids Uni EI.

Child Wellbeing Policy (CHI-ADM-POL-009)

UOW Child Safe Policy

UOW Pulse Ltd Recruitment and Selection Policy (UNI-BUS-POL-022)

UOW Pulse Ltd Recruitment and Selection Procedure (UNI-BUS-PRO-002)

5 Implementation

5.1 Recruitment Process

The UOW Pulse Ltd Recruitment and Selection Policy and Procedure are followed.

- The Position Description should be obtained from the People and Culture team and MUST include the "Working with Children Check Clearance" as part of the selection criteria.
- The advertisement for the position must include the "Working with Children Check Clearance" as part of the selection criteria.

5.2 New Employee

A prospective new employee will be required to provide a current Working with Children Check clearance number and their date of birth in order for the service to run the Working with Children Check prior to beginning employment in our services. These checks are run by the administrative team and reported to the Children's Services Manager and Centre Directors. The administrative team maintain a record of working with children checks for all staff in our services.

If Clearance is not granted:-

- a) Notify provider
- b) Have a confidential meeting with applicant to double check the name, spelling, middle name and date of birth etc.
- c) Cross check details to make sure it is the person
- d) Ask the person if they have been advised by the Office of the Children’s Guardian of the results of the check.
- e) If the employee disagrees with result and believes it is incorrect reiterate with them what the “working with children check” is checking and that they are aware and understand what they have signed off on.
- f) This employee would not be offered employment with us if the clearance was not provided by Office of the Children’s Guardian.

5.3 Current Employees

Current employees are required to complete the working with children check every five years.

If Clearance is not granted:-

- a) Notify provider
- b) Employee would be dismissed and notified if they wish to appeal that this process can be undertaken through the NSW Administrative Decision Tribunal

Current Employees includes: Educators, Cleaners, Cooks, Administration Staff and Children’s Services Manager. It could also include other employees of UoW Pulse who are required to spend time at Kids Uni as part of their employment.

5.4 Contractors and Visitors

Any children’s entertainer or performer is required to provide a working with children check clearance prior to engaging with any children in our centres.

Tradespeople and visitors are not working directly with children, nor are they left alone with children at any time. They are not required to provide a working with children check.

5.5 Students

Students are required to provide a working with children check. The centre Director will complete this check and keep this record on file.

6 Version Control Table (Review period; every 2 years)

Version Control	Date Released	Next Review	Approved By	Amendment
1	Feb 2012	Feb 2013	Michele Fowler, Children’s Services Manager	New policy
2	Jul 2018	Jul 2020	K.Grose – Children’s Services Manager	Updated to reflect current WWCC process.
3	Nov 2019	Jul 2020	Nicole Bray – Director Kids Uni iC	Updated to reflect name changes to Kids Uni iC
4	Jul 2020	Jul 2022	K.Grose – Children’s Services Manager	No significant change

