

## WORKING WITH CHILDREN POLICY

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## 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 and Legislation

Regs	145	Staff records
	146	Nominated Supervisors
	147	Staff members
		<i>Child Protection (Working with Children) Regulation 2013</i>
		<i>Child Protection (Working with Children) Act 2012</i>
		<i>The Children's Guardian Amendment (Child Safe Scheme) Bill 2021</i>
		<i>National Child Safe Standards</i>
		<i>Children and Young Persons (Care and Protection) Act (1998)</i>

## 3 Aim

Kids Uni takes its responsibility to provide a safe environment for all children seriously. We believe that the safety of children is paramount at all times. This policy aims to ensure that fit and proper persons are employed by our service to work with children.

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, if the position is for staff over 18 years of age.
- The advertisement for the position must include the "Working with Children Check Clearance" as part of the selection criteria, if the position is for staff over 18 years of age.

## 5.2 New Employee

- a. A prospective new employee over 18 years of age 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.
- b. These checks are run by the administrative team and reported to the Children's Services Manager and Centre Directors.
- c. The administrative team maintain a record of working with children checks for all staff in our services.
- d. School based trainees are not required to have a Working with Children Check if they are under 18 years of age. Employees, including school based trainees, under 18 years of age at the time of employment will be required to obtain a Working with Children Check if they turn 18 years of age during the course of their employment.
- e. If Clearance is not granted:-
  - i. Notify provider
  - ii. Have a confidential meeting with applicant to double check the name, spelling, middle name and date of birth etc.
  - iii. Cross check details to make sure it is the correct person
  - iv. Ask the person if they have been advised by the Office of the Children's Guardian of the results of the check.
  - v. 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.
  - vi. 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 over 18 years of age are required to maintain a current working with children check as part of the requirements of their employment. It is the responsibility of each employee to keep this check current and to report current details to UOW Pulse.

In order to avoid a check expiring, it is a requirement of UOW Pulse that employees apply to re-new their Working with Children check no later than one month prior to expiry. If a check expires employees will be placed on Leave Without Pay until they can provide a clearance.

Current Employees includes: Teachers, Support staff, 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.

Persons with management control, including the UOW Pulse CEO and Board, are also required to have a Working with Children check clearance in place.

If a Clearance is not granted to an existing employee:-

- a) Employee should notify the Children's Services Manager immediately.
- b) Employee would be stood down while the issue was investigated further.
- c) If a clearance was not granted by the Office of the Children's Guardian, the employee would be terminated from employment at UOW Pulse.

#### 5.4 Contractors and Visitors

Any children's entertainer or performers are 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 if they are over 18 years of age. The centre Director will ensure that this check is complete and keep this record is kept 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
5	Jan 2023	Jan 2025	L.Windisch – Kids' Uni North	Updated with information about school based trainees and staff under 18 years of age.
6	Mar 2023	Mar 2025	K.Grose – Children's Services Manager	Added requirement for existing staff to apply for check one month prior to expiry. Added that employees who have an expired check will be placed on LWOP.