

# Glen Waverley Uniting Church

## Position Description

### Working With Children Check Policy

The Uniting Church in Australia and Glen Waverley Uniting Church is committed to ensuring that children who participate in church activities are safe and supervised by adults who have obtained a positive Working With Children Check (WWCC) as required by the Victorian Department of Justice.

All adults who participate in child related activities or programs of the church as a Child Worker (any person who participated in a church child related program or activity as a supervisor, team member or support person for the program or activity) are required by legislation to apply for and receive a positive Working With Children Check (WWCC). This includes all ministers or persons performing duties of a religious nature, as well as employees, consultants, contractors and volunteers.

Where a person receives a WWCC that has been classified as negative then that person is not permitted to participate in child related programs or activities of the church under and circumstances or in any capacity.

It is an offence under the *Working with Children Act 2005* to participate in or to allow participation in child related programs or activities

- a) If a negative notice has been obtained;
- b) If an adult does not have a WWCC.

**Penalties for breaching this requirement are up to two years imprisonment and/or a fine.**

#### **WWCC application process:**

- Obtain a Working With Children Check Application Guide and Form from an Australian Post Office or GWUC office
- Read the guide then complete the application form as required using code number 64 (all those who work with children on behalf of or in association with a religious organisation).
- Under name of the organization include the following details:-
  - Name of primary organization : Glen Waverley Uniting Church
  - Postal address: 130 Little Collins Street, Melbourne, Victoria, 3000
  - Employer/Volunteer organization HR Director – Phone 9251 5202
- Make photocopies of required proof of identity then submit in person at an Australian Post Office (ensuring that all documentation is completed, and provide original proof of identity documents and photocopies with you and a passport photo).
- There is no cost for an application for volunteers.
- The application receipt (back page of WWCC application form) is to be photocopied and forwarded to:-
  - a) Glen Waverley Uniting Church Office
  - b) Human Resource Services, 130 Little Collins Street, Melbourne, Victoria, 3000
- If your WWCC is positive then you will receive a plastic identification card (similar to a driver's license) which has a duration of 5 years.
- Photocopy the WWCC card and forward to:-
  - a) Glen Waverley Uniting Church Office
  - b) Human Resource Services, 130 Little Collins Street, Melbourne, Victoria, 3000

- Records are maintained by Victoria-Tasmania Synod and Glen Waverley Uniting Church in hard copy and on the Synod data base.

### **New volunteers who hold a current WWCC:**

- All new volunteers who hold a current WWCC are required to complete an amendment form available from the Working With Children Victoria database, or assistance may be sought from the Safe Church Administration Person.

### **Exemptions to WWCC process:**

The following categories of adults are not required under the Working With Children Act 2005 to obtain a Working With Children Check:

- A teacher who is currently registered with the Victorian Institute of Teaching – certified copy of Teaching Registration Certificate that clearly indicates the date of currency required.*
- A sworn police officer who is not suspended from duty – certified copy of formal recognition as a sworn police officer required.*
- A parent whose own child ordinarily participates in the activity that the parent is volunteering in, or an adult closely related to **each** child they have contact with – sharing in leadership with other leaders who have obtained current WWCC, and if circumstances change (the child/children who ordinarily participates in the activity that they volunteer in no longer attends the activity) that they immediately apply and obtain a WWCC. Until a positive WWCC is obtained the adult must be under direct supervision of an adult in the child related program who does have a positive WWCC.*