



Working With Children Check Verification Policy

INTRODUCTION AND PURPOSE:

This Working with Children Check (WWCC) Verifying Procedure should be read in conjunction with ISSM Safeguarding Policy.

The delegated WWCC Coordinator has responsibility for:

- Identifying religious, employees and volunteers who work directly with children

- Advising on procedures for applying for a WWCC within a state's directorate

- Verifying numbers

- Maintaining records and renewal reports

- Managing Permissions to Minister for Visiting Clergy

This Procedure aligns with the Child Protection (Working with Children) Acts: WA 2004 and NSW 2012

These Acts require that all employees and volunteers whose ministry involves services to Children and Young Persons apply for a Working with Children Check clearance. In other words, employees and volunteers engaged in ministry that is child-related work need to apply for a Working with Children Check in the State in which their ministry is exercised.

It is the responsibility of employees and volunteers to apply for and renew their own Working with Children Check.

A Working with Children Check reviews any findings of misconduct involving children, and the result is either a clearance to work with children for five years, or a bar against working with children. A Check is a prerequisite for anyone in child-related work.

If the outcome of the Working with Children Check is a clearance, the Check can be used for any voluntary child-related work/activity in the relevant State.

If the outcome is a 'bar' it is an offence to engage in any child-related work, paid or unpaid. In most cases, application may be made for this outcome to be reviewed by the Administrative Decisions Tribunal.

PROCESS FOR VERIFYING WWCC NUMBER

ISSM and its delegated WWCC Coordinator is responsible for verifying that an employee or



volunteer is cleared to work with children.

WWCC Process

New Applicant

Identify whether the volunteer works directly with children.

Provide the WWCC Infographic.

Ask the applicant to provide their WWCC number (note it must be the WWCC number, not the application number).

Working With Children Notification Form needs to be completed. (on file)

Completed form: email to office,

Office staff Verify WWCC

Update office database e.g spreadsheet where all WWCC data is recorded.

Applicant Renewal

If your database prompts you that a person is due for renewal, or an email comes from the applicant of their renewal WWCC check.

Check that the WWCC Notification form is on hand (if not on file request a copy from the applicant).

Verify WWCC number on relevant State Website (see below)

Update the information e.g date of renewal on database records

Save copy of WWCC verification on applicant file and email copy to applicant.

WWCC VERIFICATION CHECK LINKS

New South Wales <https://ocg.nsw.gov.au/>

Victoria <https://online.justice.vic.gov.au/wwccu/checkstatus.doj>

Queensland <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/valid>



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Western Australia <https://workingwithchildren.wa.gov.au/card-validation>

Northern Territory

<https://forms.pfes.nt.gov.au/safent/CheckValidity.aspx?IsValidityCheck=true>

Tasmania <https://wwcforms.justice.tas.gov.au/StatusCheck/StatusCheck.aspx>

South Australia <https://www.dcsiscreening.sa.gov.au/SCApplicantRegistrationStatus>

Note: Verifying WWCC online

It is important that you enter the person's full name exactly as it appears on their WWCC card, including middle name