



# Working with Children Checks Policy

**Policy Code:** STU-003

**Version:** 15.0

**Effective Date:** 19 May 2020

## Purpose

The College is committed to providing a safe environment for all staff, students, visitors and clients. This policy enables the College to meet the legislative requirements of the various Australian States & Territories as they relate to employees / contractors or students who are likely to engage in direct-contact activities with children and/or mature minors throughout the period of their employment or studies with the College.

**Definition of “College”** – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

## Scope

- All prospective employees / contractors whose role may require direct contact with a child and / or mature minor
- All persons enrolling in a course where direct contact with a child and / or mature minor may be necessary for course completion

## Policy Statement

### Introduction

The objectives of this policy are to:

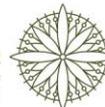
- ensure the safety of children and/or mature minors in their places of learning;
- ensure the suitability of employees / contractors, job applicants, work placements and students for direct contact with children and / or mature minors as part of their employment or studies at the College;
- prevent people with a criminal history which affects their suitability to work with children and / or mature minors, from working in child-related employment or participating in clinic / practicum studies.

Relevant employees / contractors and students, as defined by the scope of this policy, must undergo a Working with Children Check (or its equivalent) as a means of ensuring that the above objectives are met.

## State & Territory Legislative Requirements

There is no single national system setting out the requirements for obtaining a Working with Children Check (WWC Check) or its equivalent. Each State and Territory has their own legislative requirements (except Tasmania) and it is necessary to fulfil the requirements in the jurisdiction in which you are working or studying (for international students, this is the State in which you are enrolled). As legislative requirements may change from time to time, it is important that employees / contractors and students remain abreast of such developments and ensure their continued compliance with the applicable requirements.

All students requiring a WWC Check (or equivalent) are required to have the relevant State clearance and have provided a copy of a clearance letter or the card to the College prior to undertaking any work integrated learning or client-based clinical / practicum components of their course.



A student that is completing study of a subject that requires a WWC Check (or equivalent) (as outlined on the subject outline) and is choosing to relocate and/or study in another State (at another College campus) is responsible for applying for the relevant state WWC Check (or equivalent) prior to the start of their studies in another State.

Students that are unable to provide a copy of a validated WWC Check (or equivalent) prior to the start of any work integrated learning or client-based clinical / practicum components of their course will be not be able to attend classes or clinical subjects in another State:

- The student's enrolment will be placed on hold and the student will have until census date to provide the relevant check to the College.
- The student will not be able to attend any clinical classes or practical classes and will be required to arrange make-up clinical sessions.
- A student enrolled into any pre-clinical subjects that has not attained a WWCC (or equivalent) clearance will be required to complete a special consideration application to attend the first four weeks of any pre-clinical subjects.
- If a relevant State WWCC (or equivalent) is not able to be produced prior to census date the student will be removed from the all pre-clinical subjects, work integrated learning or client-based clinical / practicum components prior to or on census date.
- The student will be required to enrol in the subject in the following semester after presentation and confirmation of a validated WWC Check (or equivalent).

A link to the relevant legislation for each State/Territory is provided here. Further information to assist with making your application for a WWC Check is below:

JURISDICTION	PERIOD OF CURRENCY	NAME OF CHECK	RESPONSIBLE AUTHORITY
NSW	5 years	WWC Check	Office of the Children's Guardian
QLD	3 years	Blue Card/Positive Notice	Blue Card Services
VIC	5 years	WWC Check	Department of Justice and Community Safety
WA	Point in time (must renew annually)	National Police Certificate*	Western Australia Police
SA	5 3 years	WWC Check DCSI Child-related Employment Screening	DHS Screening Unit
NT	2 years	Ochre Card / WWC Clearance	Screening Assessment and Employment Northern Territories (SAFE NT) NT Police, Northern Territory Government
TAS	N/A	No legislative requirement	N/A

\* Whilst WWC Checks are available for some occupations and volunteers in WA, the Working with Children Screening Unit has advised that College employees and students don't meet the eligibility criteria to apply. As such, in WA all staff and students must apply for a National Police Certificate and have this certificate renewed each year for the period of their employment/studies with the College.

It is important to note that WWC Checks (or equivalent) are not valid indefinitely, and the length of time for which a WWC Check remains valid differs between States as outlined in the previous section's table. Throughout a student's term of enrolment or a College employee's / contractor's term of employment, a WWC Check (or equivalent) may 'expire' (e.g. part-time or returning academics). Although the College monitors the currency of WWC Checks (or



equivalent) already recorded during study periods, students are responsible for ensuring their WWC Checks (or equivalent) are maintained.

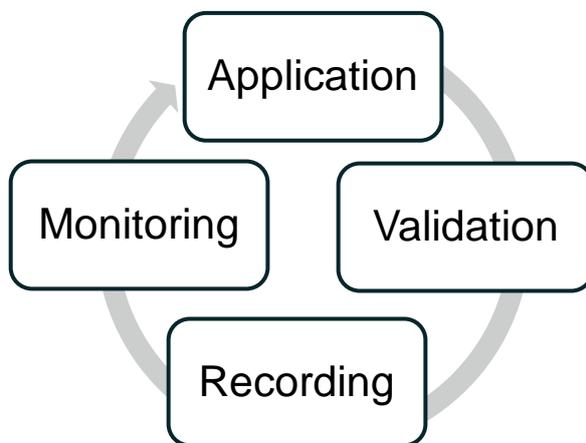
## Maintenance and Renewal

If a student's WWC Check or equivalent expires throughout a study period, up to and including results release date for the subject (to allow for clinic make-up sessions), the applicable student will be excluded from practicums (including clinic or external work integrated learning placement) after the expiry date. Similarly, College employees / contractors are responsible for ensuring their WWC Checks (or equivalent) are maintained and notifying their direct manager as and when renewal is required. This means students and College employees / contractors are required to renew expiring WWC Checks (or equivalent) in accordance with local State legislation throughout their term of study or employment with the College and prior to its expiry. To this end, a new application may be required to be submitted up to six months prior to an existing WWC Check's (or equivalent's) expiry date to ensure coverage is maintained, dependent on jurisdictional requirements and / or recommendations.

In instances where the College is required to initiate the employee application and / or renewal process, direct managers shall notify the Office of Student Records or delegated authority promptly to initiate the approved process.

The Director of Student Services shall maintain oversight and the Office of Student Records shall perform regular reporting and monitoring of the internal procedures to ensure compliance. Reports shall be forwarded to the Director, Student Services & Retention.

The WWC Check process, whether new or renewal, involves multiple steps:



## Costs

The cost of a WWC Check or its equivalent varies between jurisdictions and also differs dependent on the employment type of the applicant. For instance, in some States, there is no cost for a volunteer / student to apply, but in other States there is a cost of \$10-62. The cost for paid employees varies between approximately \$30-126.50. Refer to the responsible authority above to determine the exact cost for your State / Territory as the definition of an employee and volunteer can differ between jurisdictions. It should be noted that the cost for employees and students based in Western Australia will be an annual cost to obtain a National Police Certificate which at the time this policy was last updated was \$55.10.

Students are responsible for initial and recurring associated costs.



For existing permanent College employees and those employed on a fixed term contract for 12 months or more, the College will cover the renewal cost where applicable. Sessional employees are required to maintain a successful WWC Check or equivalent status at their own expense throughout the period of their engagement.

## Student Requirements

Where students are enrolled in a qualification that includes a work integrated learning / practicum / clinical component, there will likely be instances requiring them to work with or practice on children and / or mature minors. Working with children and / or mature minors could include school placements, external clinic clients or fellow students who are under the age of 18. As such, a successful WWC Check (or its equivalent) is a condition of enrolment for these courses and must be submitted to the College and maintained for the period of a student's enrolment with the College unless an exemption applies. Students should be aware that maintaining a WWC Check may be a requirement of their employment post-graduation if intending to practice on children and / or mature minors unless an exemption applies.

Students who are not able to produce or maintain a successful WWC Check (or equivalent) will not be able to complete any qualification at the College that has a practicum component requiring them to be able to work with or practice on children and / or mature minors (refer to definition of direct contact). In these instances, the student is unable to meet the requirements for course completion and the College will immediately cancel their enrolment in the course. The provisions of the Deferral, Withdrawal and Course Variation Policy - Higher Education (domestic students), Deferral and Withdrawal Policy - VET or the Deferring, Suspending or Cancelling Enrolment Policy - International and the relevant Fee Policy will apply.

The College is unable to supply any references or letters of support in relation to WWC Checks (or equivalent) other than being the linked educational institution / organisation on the application form.

If a student is found to have misled the College regarding their WWC Check status (or equivalent) (i.e. using falsified documents to claim legal ability to work with children and / or mature minors when this is not the case), they may be excluded from the College on a permanent basis.

## Timeframes

To allow appropriate time for processing, it is expected that students will submit their application for a WWC Check (or equivalent) **at least 8 weeks** prior to the stated timeframes below.

Relevant authorities experience peak processing at particular times of the year, and this should be taken into consideration when submitting an application. In some instances, WWC Checks (or its equivalent), particularly those for international students, may take longer to receive than the timeframes stated.

All students requiring a WWC Check (or equivalent) are required to present it to the College and have the WWC Check or its equivalent validated by the College prior to undertaking any work integrated learning or client-based clinical / practicum components of their course. This means:

- **Higher Education students** (normal enrolment) – where the student enters the course at the first semester, they must supply their WWC Check (or equivalent) **prior** to commencement of their second study period (i.e. **prior to their second semester**).
- **Higher Education students** (pathway enrolment) - where the student enters the course at a later point through a pathway (e.g. moving from one course to another with advanced standing of at least one semester), they must supply their WWC Check or equivalent on entry to the course (i.e. **prior to the start of the first teaching period**).
- **VET students (all)** – due to the nature of VET courses being practical from the beginning, VET students must supply their WWC Check (or equivalent) by the end of their first study period (i.e. **prior to the start of the second study period of on-campus study in the course**).

All WWC Checks (or equivalent) must be maintained for the period of a student's studies with the College. In Western Australia a renewed certificate is required each year, refer to [period of currency](#) above.



## Responsibility

It is important to note that having submitted an application for a WWC Check (or its equivalent) without yet having received the WWC Check **is not sufficient** to undertake a work integrated learning / practicum / clinical component and exclusion from these activities shall occur. The student assumes responsibility for delays incurred in receiving a WWC Check or its equivalent from any jurisdictional authority / agency.

A student that is completing study of a subject (as outlined on the subject outline) that requires a WWC Check (or equivalent) and is undertaking any work integrated learning or enrolled in client-based clinical / practicum components of their studies are required to have the relevant State clearance and have provided a copy of the clearance letter or the card to the College prior to the start of all classes.

Students that are unable to provide a copy of a validated WWC Check (or equivalent) prior to the start of any work integrated learning or client-based clinical / practicum components of their course will be not be able to attend classes or clinical subjects until clearance is confirmed by the College.

- The student's enrolment will be placed on hold and the student will have until census date to provide the relevant check to the College.
- The student will not be able to attend any clinical and practical classes and will be required to arrange make-up clinical sessions.
- A student enrolled into any pre-clinical subjects that has not attained a WWCC (or equivalent) clearance will be required to complete a special consideration application to attend the first four weeks of any pre-clinical subjects.
- For any pre-clinical subjects, approval from the Director of Student Services & Retention or delegated authority and the Head of Department or delegated authority will be required before starting the subject.
- If a relevant State WWCC (or equivalent) is not able to be produced prior to census date the student will be removed from all work integrated learning or client-based pre-clinical / clinical / practicum components and subjects prior to or on census date.
- The student will be required to re-enrol in the subject in the next semester after presentation and confirmation of a validated WWCC (or equivalent) clearance.

Students shall not be entitled to a refund of related tuition fees for any pre-clinical, work integrated learning or client-based clinical / practicum components of their qualification that were not able to be undertaken as a direct consequence of:

- having failed to obtain their WWC Checks (or its equivalent) within the applicable timeframe and/or
- having been excluded from any pre-clinical, work integrated learning or client-based clinical / practicum components of their qualification resulting in a Fail grade due to enrolment attendance / participation requirements.

## Application Process

Students will be advised of the WWC Check requirements on enrolment and will be directed to the appropriate application mechanism for their State. International students will apply in the State in which they are enrolled. The Director, Student Services & Retention acts as the employer representative when completing student application and renewal forms; the task of signing student application forms has been delegated to relevant Office of Student Records or Student Services Staff on each campus with the exception of SA which has specific College appointed 'Nominated Officers' for the varying roles in the SA process. See relevant State procedures for more information.

The general process is as follows (outlined in more detail in relevant State by State Verification Procedures):

- Student completes the relevant application form and presents their proof-of-identity for verification to the relevant authority in their State (this could be to the College or to another authority – refer to State procedures);
- Student lodges their application with the relevant State Authority;



- Student receives the successful WWC Check or equivalent directly from the State Authority;
- Student presents the WWC Check or equivalent to Student Services staff on their campus for validation and recording on their file;
- Students who have not submitted their WWC Check or equivalent by the stated timeframes will be monitored by the Office of Student Records and may have their subject enrolment cancelled.
- Students may be required to present proof of a valid WWC Check or equivalent to employer representatives on work integrated learning placements (e.g. Clinic Manager), so **should carry it at all times** when undertaking a practicum.

## Student State by State Verification Procedures

### NSW verification procedure

- Students are required to first apply online via the Working with Children Check webpage;
- Students are to follow the NSW WWC Check steps outlined by the [Office of the Children's Guardian](#);
- If cleared, the student should receive a WWCC number that they are to email to the College at [WWCChecks@endeavour.edu.au](mailto:WWCChecks@endeavour.edu.au);
- Students are required to link the College to the validated WWC card and are to follow the steps outlined on the webpage;
- The Office of Student Records will validate and record this number on file;
- It is the responsibility of the student to renew and keep the WWC Check updated and the Office of Student Records informed throughout their studies at the College;
- In the case of a non-valid or expired WWC Check the students will be removed from all work integrated learning or client-based pre-clinical / clinical / practicum components and subjects prior to or on census date;
- The College can accept either a Volunteer or an Employee Check;
- When a student leaves or graduates from the College, it is the responsibility of the student to unlink their WWC card from the College.

### QLD verification procedure

- Students should visit the Queensland Government Blue Card Services website, where they can familiarise themselves with the process and its requirements;
- Students are required to complete the Blue Card Application Form, Part D and the Blue Card linking form and provide these forms to the College via student services;
- For students who already hold a Blue Card (Paid or Volunteer), this is required to be linked to the Organisation. Students should present the card to Student Services and complete a Link to Organisation form;
- Students are required to present to student services with Proof of Identity (POI) as stated in Part E on the application form;
- The College is required to cite and check two current, original identification documents (showing the student's full legal name, date of birth and signature) in one or two set combinations;
- The College is required to complete Parts A-C, and E-F of the application form and Part F will be completed by the delegated representative and authority of the College;
- Completed forms are to be handed to student services and the College will submit all forms to BlueCard for process;



- Students successful in their application shall receive their BlueCard via post;
- Students must present their Blue Card to student services in person for verification / validation prior to the start of any subjects that require a WWC Check;
- Student Services will upload a verified copy of the Blue Card and inform the Office of Student Records;
- It is the responsibility of the student to renew and keep the WWC Check updated and the Office of Student Records informed throughout their studies at the College;
- In the case of a non-valid or expired WWC Check the students will be removed from all work integrated learning or client-based pre-clinical / clinical / practicum components and subjects prior to or on census date;
- When a student leaves or graduates, the College will inform the Queensland Government and the student's BlueCard will be unlinked from the College.

### SA verification procedure

- Students are required to first apply online via the [Department of Human Services \(DHS\) webpage](#);
- Students are to follow the SA WWC Check steps outlined by the Department of Human Services;
- If cleared, the DHS shall notify the student of the outcome and the student is required to notify the College;
- The College will link the student to the College once notification has been confirmed from the student;
- The College delegated authority will inform the Office of Student Records to record the clearance number on file and verify the details with the DHS;
- It is the responsibility of the student to renew and keep the WWC Check updated and the Office of Student Records informed throughout their studies at the College;
- In the case of a non-valid or expired WWC Check the students will be removed from all work integrated learning or client-based pre-clinical / clinical / practicum components and subjects prior to or on census date;
- When a student leaves or graduates, the College will inform the DHS and the student's WWC Check will be unlinked from the College.

### VIC verification procedure

- Students are required to first apply online via the [Working with Children Check Victoria](#);
- The college can accept either a Volunteer or Employee type check;
- Students are to follow the Victoria WWC Check steps outlined on the [website](#);
- Students are required to link the College to the validated WWC Check and are to follow the steps outlined on the webpage;
- If cleared, the student will receive a confirmation email and should receive a card within a few weeks;
- The student is required to present the WWC card in person to student services prior to starting any pre-clinical / clinical / practicum classes and subjects;
- Students are not cleared to start or attend any pre-clinical / clinical / practicum classes and subjects until the WWC card has been sighted by Student Services or a delegated authority at the College;
- The Office of Student Records is to record the clearance number on file;
- It is the responsibility of the student to renew and keep the WWC Check updated and the Office of Student Records informed throughout their studies at the College;



- In the case of a non-valid or expired WWC Check the students will be removed from all work integrated learning or client-based pre-clinical / clinical / practicum components subjects prior to or on census date;
- When a student leaves or graduates from the College, it is the responsibility of the student to unlink their WWC card from the College.

### WA verification procedure

Whilst WWC Checks are available for some occupations and volunteers in Western Australia, the working with children screening unit has advised that our college students don't meet the eligibility criteria to apply. As such in WA relevant students must apply for a National Police Certificate (NPC) and have the certificate renewed each year for the period of their studies with the college to ensure the ongoing safety of children on college premises.

- Students are required to apply online via the Western Australia Police [website](#) for a National Police Certificate
- Students are to follow the steps outlined and start a [Police Check](#);
- If cleared, the student should receive a NPC Certificate that they are to email with a copy of their student ID to the College at [WWCChecks@endeavour.edu.au](mailto:WWCChecks@endeavour.edu.au)
- Students that already have a Police Check are able to submit this to the College. This check must be issued within the last 3 months to ensure currency. Checks that are older than 3 months will not be accepted;
- The Office of Student Records will validate and record the Police Check number on file;
- It is the responsibility of the student to renew and keep the NPC updated and the Office of Student Records informed throughout their studies at the College;
- In the case of a non-valid or expired NPC, the student will be removed from all work integrated learning or client-based pre-clinical / clinical / practicum components and subjects prior to or on census date.

### Lost or stolen cards

In the case of lost or stolen WWC cards, students must immediately follow the State-specific requirements for the reporting of lost or stolen cards and apply for a replacement card. Once a replacement card is received the student must update the College with the new card details for validation and verification.

- In the event that a WWC check/card is cancelled or changed for any reason, the student must update the College immediately.
- The student is to inform the College of any changes to status and all new details via [WWCChecks@endeavour.edu.au](mailto:WWCChecks@endeavour.edu.au).
- The Office of Student Records or delegated authority will update the new WWC details on the student record.

### Name changes

In the circumstances where a student changes their official name, the student will be required to update the relevant WWCC State authorities or National Police Check.

- Students are required to follow State-specific WWCC (or equivalent) to update / change personal details;
- Students are required to follow the State procedures and provide a copy of the new WWC card or NPC to the College for validation and verification.
- The Office of Student Records or delegated authority will update the student record.



## Student Exemptions

### National Exemptions - AHPRA Recognised Professional Registration

AHPRA on behalf of [National Boards](#) completes criminal history checks on all applications during their registration process. As such, the College will accept current registration with the relevant National Board as appropriate evidence that a person is suitable to work with children and / or mature minors, provided that the registration details are provided to and validated by the College as a WWC Check equivalent. The same timeframe applies for presenting 'equivalent' evidence to the College as it does to an actual WWC Check. To view the Registration Standards for your profession review the [Criminal history checks](#) page of the [AHPRA](#) website.

### NSW exemptions

Refer to the information stated on the [Exemptions](#) page of the [Office of the Children's Guardian](#) website.

### QLD exemptions

- [QPS Police Officers](#) (QPS Police Officers enrolled as BHSc students must apply for an Exemption Card).
- [QCT Registered Teachers](#) (Registered teachers enrolled as BHSc students must apply for an Exemption Card).

### SA exemptions

- South Australian or Australian Federal Police Officers do not need a Working with Children Check.
- A valid 'DHS / DHSCI Child -related Employment Screening Clearance' shall be accepted for students requiring a WWC Check.

### VIC exemptions

- [Victorian Institute of Teaching \(VIT\) Registered Teachers](#) until such time as registration is cancelled or suspended. Teachers are required to notify the [Department of Justice and Community Safety](#) within 21 days of starting child-related work which is not undertaken at a school or early childhood service.
- [Victoria Police officer or an Australian Federal Police \(AFP\) officer](#) unless suspended or dismissed.
- [Interstate visitors](#) can perform child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year under **strictly limited conditions**.

### WA exemptions

- If a student already holds a current WA WWC card due to their employment, this should be considered an equivalent to the NPC. The WWC card and a copy of your student ID is to be emailed to [WWCChecks@endeavour.edu.au](mailto:WWCChecks@endeavour.edu.au) or presented to student services in person.

### Other student exemptions

- Persons under the age of 18 (excepting QLD and SA students undertaking clinical placement).

Note: If that person turns 18 during the period of their studies, then they must make application at the soonest practicable date once they turn 18. They will not be permitted to undertake unsupervised activities with children and / or mature minors until a successful WWC Check or equivalent is supplied to the College.

- Persons enrolling in a course where a WWC Check or equivalent is not a condition of enrolment.

If you believe you are eligible for an exemption not outlined within this Policy, we encourage you to contact your local jurisdictional authority / agency for current advice and the College's Office of Student Records to discuss your individual circumstances. In these instances, evidence in support of an exemption will be required by the College with details recorded in the student's file once validated. Students should contact the Office of Student Records via email to [WWCChecks@endeavour.edu.au](mailto:WWCChecks@endeavour.edu.au).



## Employee / Contractor Requirements

As the College's community includes students and clinic clients who may be under the age of 18, it is a condition of employment that those who are working in a role involving student contact in a teaching, coaching, tuition or counselling / advisory capacity or in roles specified by this policy must successfully undergo a Working with Children Check (WWC Check) or its equivalent as per [legislative requirements](#).

### Roles which must obtain a Working with Children Check

- All teaching staff (including permanent and sessional staff)
- Student Advisers
- Enrolment / Sales / Admissions Advisers
- Clinic Manager
- Clinic Services Coordinators
- Clinic Receptionists
- Library Staff

Where a role is not identified above but requires 'direct contact' (with children and / or mature minors), the need for a WWC Check or equivalent will be determined on a case-by-case basis and guidance should be sought from the Office of Quality, Governance and Compliance in conjunction with the Human Resources department.

All offers of employment for roles of this nature will be offered subject to those individuals obtaining a WWC Check or equivalent. It is the responsibility of the prospective employee / contractor to apply for their WWC Check or equivalent and cover the cost prior to commencement of their employment (unless duties will be performed in SA, in which case the College is required to initiate the application process. Initial costs remain the responsibility of the employee / contractor).

Upon commencement, evidence of application or proof of a successful check must be produced to the employee's direct manager and the HR department. Evidence of completed checks must be produced prior to the employee commencing duties involving 'direct contact' with students. In instances where an application has been made but the completed check has not been received, employees must be supervised during direct contact with students under 18 years of age by another employee that holds the relevant WWC Check or equivalent.

The Office of Quality, Governance and Compliance or the Human Resources department act as the employer representative when completing application and renewal forms for employees / contractors, with the exception of SA, where particular roles (e.g. requesting) are delegated to College appointed 'Nominated Officers'. Nominated Officers will liaise as appropriate with the Office of Quality, Governance and Compliance to facilitate the application and renewal of SA WWC Checks.

All employees / contractors must advise the Office of Quality, Governance and Compliance and the Human Resources department of any change to the status of their WWC Check or equivalent, as soon as possible. Failure to adhere to the applicable requirements may be considered misconduct and may result in disciplinary action. If an employee / contractor is found to have misled the College regarding their WWC Check (or equivalent) status (e.g. using falsified documents), this may result in immediate termination of contract.

## Employees / Contractors with AHPRA Recognised Professional Registration

### National Exemptions

AHPRA on behalf of [National Boards](#) completes criminal history checks on all applications during their registration process. As such, the College will accept **current** registration with the relevant National Board as appropriate evidence that an employee / contractor is suitable to work with children and / or mature minors provided registration details are provided to and validated by the College as a WWC Check equivalent. To view the Registration Standards for your profession review the [Criminal history checks](#) page of the [AHPRA](#) website.

Timeframes for when AHPRA registration details must be supplied to the Office of Quality, Governance and Compliance are as follows:



- For employees - on renewal of their contract
- For contractors – prior to commencement of each new study period for which they are engaged

As stated above, all employees / contractors must advise the Quality and Compliance and Human Resources departments of any change to the status of their National Criminal History Check as soon as possible. Failure to adhere to the applicable requirements may be considered misconduct and may result in disciplinary action.

### NSW exemptions

Refer to the information stated on the [Exemptions](#) page of the [Office of the Children's Guardian](#) website.

### QLD exemptions

- Registered health practitioners if the work they are doing relates to their function as a registered health practitioner.
- [QPS Police Officers](#) (A valid Exemption Card is required).
- [QCT Registered Teachers](#) (An Exemption Card is required).
- Volunteer guest of a school or recognised body and are:
  - ⊗ observing or supplying information or entertainment to ten or more people, and
  - ⊗ the activity is for seven days or less in a calendar year, and
  - ⊗ the person is unlikely to be alone with a child and / or mature minor without another adult present.
- Volunteer at a national or state event organised by a school or recognised body:
  - ⊗ for a sporting, cultural or skill-based activity, and
  - ⊗ the event is attended by more than 100 people, and
  - ⊗ the work is for seven days or less in a calendar year, , and
  - ⊗ the person is unlikely to be alone with a child and / or mature minor without another adult present.

### SA exemptions

- South Australian or Australian Federal Police Officers do not need a Working with Children Check.
- A valid “DSH / DCSI Child – related Employment Screening Clearance” shall be accepted for students requiring a WWC Check.

### VIC exemptions

Refer to the information stated on the [When you don't need a check](#) page of the [Victorian Working with Children Check](#) website.

### WA exemptions

WA students do not require a WA Working with Children Check as they do not meet the legislated criteria however the College requires an ('equivalent') National Police Certificate, renewed on an annual basis.

### Other exemptions

If you believe you are eligible for an exemption not outlined within this policy we encourage you to contact your local jurisdictional authority / agency for current advice and the College's [Human Resources](#) department to discuss your individual circumstances. In these instances, evidence in support of an exemption will be required by the College with details recorded in the employee / contractors file and the College's WWC Check register once validated.



## Research Requirements

Chapter 4.2 of the [National Statement on Ethical Conduct in Human Research](#) refers to the ethical considerations of research involving Children and Young people.

Researchers at the College who are conducting research projects that involve participation from children, mature minors and / or young people are responsible for ensuring that they are aware of the jurisdictional requirements for obtaining a Working with Children Check and have obtained clearance to work with children. Existing staff and researchers at the College undertaking a new research project with children, mature minors and / or young people participants must apply for a Working with Children Check before commencing the research project unless exempt. Evidence of exemption will be required.

Researchers are required to obtain ethical clearance from the College's Human Research Ethics Committee, as per the Research Policy, Human Research Ethical Clearance Policy and Office of Research Funding Policy and are required to provide evidence of an approved Working with Children Check at submission of their research proposal. Failure to provide evidence will result in delay or rejection of ethical clearance.

## Definitions

**Child** – any person under the age of 18 years old.

**Direct Contact** - physical, face-to-face, written, oral or electronic contact.

**Mature minor** – any person between the ages of 16 and 18 years.

**Student** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID. For the purposes of this policy, a student may also be defined by State / Territory legislation as a volunteer.

**Study period** - is either a 10 week Term (VET), an 18 week Semester (higher education), a 12 week clinic block (higher education) or a 6 week summer Semester (higher education) for on campus classes, or can be an online study period of a set duration (usually 10 – 18 weeks, dependent on the course of enrolment), as advertised on the relevant College calendar/s.

## Related Procedures

*[Underage Students – Mandatory Reporting Procedure \(SA\)](#)*

## Further Information

### Related Policies

*[Admission and Enrolment Policy - International](#)*

*[Admissions Policy - Undergraduate - Higher Education](#)*

*[Admissions Policy - VET](#)*

*[Children on Campus Policy](#)*

*[Clinic Client and Visitor Safety Policy](#)*

*[Deferral, Withdrawal and Course Variation Policy - Higher Education](#)*



*Deferring, Suspending or Cancelling Enrolment Policy - International*

*Deferral and Withdrawal Policy - VET*

*Fees Policy - HE*

*Fees Policy - International*

*Fees Policy - VET*

*Human Research Ethical Clearance Policy*

*Office of Research Funding Policy*

*Research Policy*

## Related Documents

*Intent to Cancel Enrolment Template*

*Consent for Treatment of a Mature Minor Form*

*Withdrawal of Consent for Treatment of a Mature Minor Form*

Refer to relevant State/Territory websites for Application Forms

[Criminal History Registration Standards \(CMBA\)](#)

## FAQ's

*Working with Children (WWC) Checks FAQs*

## Benchmarking

Charles Sturt University

University of Adelaide

University of Melbourne

University of South Australia

## Supporting Research and Analysis

Not Applicable

## Related Legislation

[NSW - Child Protection \(Working with Children\) Act 2012](#)

[NT – Care and Protection of Children Act 2007](#)

[QLD – Working with Children \(Risk Management and Screening\) Act 2000](#)

[SA – Children and Young People \(Safety\) Act 2017](#)

[VIC - Working with Children Act 2005](#) and [VIC - Child Wellbeing and Safety Act 2005](#)

[WA – Working with Children Check \(Criminal Record Checking\) Act 2004](#)

# Review and Approval

## Policy Author

Higher Education Compliance Administrator



## Policy Owner

Director, Student Services & Retention

## Contact

National Student Records Coordinator - [wwwchecks@endeavour.edu.au](mailto:wwwchecks@endeavour.edu.au) (students)

Human Resources - [hr@endeavour.edu.au](mailto:hr@endeavour.edu.au) (staff)

## Recommending Body

Director, Student Services & Retention

## Approval Body

Academic Council

Date: 15 May 2020

## Policy Status

Revised

## Responsibilities for Implementation

- Director of Clinic and Campus Operations
- Director, Student Services & Retention
- Human Resources Department
- Office of Student Records
- Student Services Staff

## Key Stakeholders

- Admissions and Enrolment Department
- Clinic Staff
- Director of Education
- Director, Student Services & Retention
- General Manager, VET
- Human Resources Department
- Nominated Officers
- Quality, Governance & Compliance Department
- Staff requiring checks
- Student Services Staff
- Students
- Work Integrated Learning / Practicum Supervisors