

Working with Children Checks for Contractors

Fact Sheet



Child Safe Organisation

Goldfields Libraries is a Child Safe Organisation and we have a zero-tolerance approach to child abuse in all its forms. Our *Child Safe Policy* (2018) outlines our commitment to child safety and creating a welcoming and safe place for all children and their families.

Child Safe Standards

Organisations that provide services to children are required to meet certain standards under the *Child Wellbeing and Safety Act* (2005). This includes developing policies and procedures for human resource practises that reduce the risk of child abuse by new and existing staff, volunteers and contractors. Amongst other policies and processes, Goldfields Libraries requires all new and existing staff, volunteers, and relevant contractors to have a Working with Children Check (WWCC).

Requirements for contractors

- All contractors who deliver programs where people under the age of 18 may be present at Goldfields Libraries are required to provide a compliant WWCC card prior to engagement. A copy of the WWCC card must be provided with a quote for the delivery of the program.
 - For paid services, the WWCC must be for employment ('E' on the card).
 - Only those offering volunteer services can provide a WWCC for volunteers ('V' on the card).
- Contractors must also provide proof of their suitability to work with children. This can include one or more of the following:
 - Written or verbal reference.
 - Proof of business status as a child entertainment or education service.
 - Example of previous work with children – photos, social media, testimonials etc.

Working with Children Checks

You can find out more, and apply for a check at: <http://www.workingwithchildren.vic.gov.au/home/>

You do need a Check if you meet ALL five criteria listed below:

1. you engage, or intend to engage, in child-related work as an employee or volunteer.
2. you are an adult working with under 18-year olds.
3. you are working in any of the occupational fields listed in the Act. See the website for a full list.
4. your work involves direct contact with children. Direct contact means physical, face-to-face, written, oral or electronic contact.
5. your contact with children is part of your duties and not incidental to your work.

For contractors at the Goldfields Libraries, you do not need a WWCC if you:

- are deemed not to be delivering a children-based activity by the Programs Coordinator.
- qualify for an exemption (see below).
- supervise a student in practical training organised by their educational institution.
- take part in an activity with a child in the same way that a child participates.

You are exempt from requiring a WWCC if you are:

- under 18 years of age.
- a student aged 18 or 19 years old who is doing volunteer work at, or organised by, the educational institution in which you are enrolled.
- a parent volunteering in an activity your child usually participates in.
- closely related to each child in your child-related work. Please note: this exemption does not apply to kinship care. Kinship carers must pass the Check.
- a Victorian or Federal Police Officer.
- a teacher registered with the Victorian Institute of Teaching.
- a visitor from another Australian state or territory doing child related work in Victoria (for a period of up to 30 days within one calendar year).