

Working with Children Check Policy

To outline the requirements and guidelines for Peter Rowland Group and its employees on the application and process of the Working with Children (WWC) Check, under the Working with Children Act 2005 (the Act).

The Working with Children Check is a screening mechanism to reduce the likelihood that unsuitable people will be employed or engaged in child-related employment. As an employer Peter Rowland Catering has a responsibility to take reasonable steps to ensure employees and applicants are suitable for work at sites or venues that engage in child-related employment.

2. Scope

This policy covers all Peter Rowland Group employees, including Full Time, Part Time and Casual employees who may be employed at a site or venue that engages in child related work or where it is a requirement by the Client.

Any employee who is employed to work at a site or venue that engages in child related work or where it is a commercial contractual requirement, will be asked by Peter Rowland Group to undergo a Working with Children Check (WWCC). A valid check must be completed before the employee commences work at the site or venue that engages in child related work. Those who do not pass the WWCC will not be placed into employment at a site or venue that engages in child related work or where it is a commercial contract requirement.

3. Policy Statement

The policy has been implemented to ensure that all employees employed by Peter Rowland Group who may work at a site or venue that is engaged in child related work or where it is a commercial contract requirement, are screened and checked in order to prevent those who pose a risk to the safety, welfare and wellbeing of children from working at these sites or venues.

3.1 Policy Requirements

Any person 18 years and over, in a voluntary or salaried position, who works with person's under 18 years of age in any capacity is required to have a valid Working with Children Check registered to Peter Rowland Group. The Department of Justice WWC Check website defines the requirement as "Contact that is not incidental to but normally part of providing a service or activity for children" (www.workingwithchildren.vic.gov.au)

3.2 Responsibilities and Delegations

Human resources areas, executives and managers are responsible for ensuring that recruitment processes within their area/s of responsibility are consistent with the Working with Children Check Policy.

This includes ensuring that all persons who are required to either obtain a Working with Children Check Clearance or provide a Working with Children Check Declaration

have met the relevant requirement, prior to commencing employment or engagement.

3.3 Monitoring, evaluation and reporting requirements

Human resources areas (and other recruiting areas as applicable) are responsible for records management, including keeping relevant Working with Children Check and National Criminal Records Check documents for seven years after the employment or engagement has been completed, or longer if required (for example, if the recruitment or engagement action has been the subject of legal action); and for disposing these documents thereafter in a secure manner (for example, shredding).

Human Resources, or nominee, is responsible for the periodic review and revision, as appropriate, of the Working with Children Check Policy and the Working with Children Check Procedure.

Human resources areas, directors, managers and principals are responsible for maintaining records of the status of each position within their area/s of responsibility (i.e. whether a position is child-related) and for reviewing these periodically to ensure consistency with policy and procedural requirements.

4. Related Policy

Not Applicable

5. Legislative Compliance

Working with Children Act 2005

6. Related Documents

Not Applicable