



Axis Institute is the trading name of Manigram Pty Ltd
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Working With Children Check (WWCC) Policy

Version Control

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1. Purpose

The purpose of this policy is to ensure that Institute's employees, trainers, assessors and any other individual working on behalf of Axis Institute comply with the legislative requirements of Working with Children (Risk Management and Screening) Act 2000 of Queensland

2. Scope

This policy applies to Axis Institute's employees, trainers, students and other personnel dealing with children and young students.

3. Responsibility

The Director of Operations is responsible for the monitoring of this policy however Trainers, Workplace Supervisor or Vocational Placement Coordinator students only ensure the implementation of this policy by adopting and following all appropriate measures.

4. Compliance/legislation

- Working with Children (Risk Management and Screening) Act 2000 [QLD]
- Child Safety (Prohibited Persons) Act 2016 (SA) and Child Safety (Prohibited Persons) Regulations 2019 (SA)

5. Policy

- Axis Institute is committed to providing a child safe environment and ensuring that children are able to experience the fundamental right to be safe from all forms of child abuse.
- This policy will ensure compliance with the requirements of *Working with Children Acts* of different states where Axis Institute has its operations are met.
- Axis Institute requires all current, prospective employees, contractors and volunteers and students who are to be engaged in child-related work that deliver education and services to:
 - have a current WWC Check and subsequent WWC Card, or
 - undergo a WWC Check as prescribed by the Working with Children Act (Blue Card) in Queensland.
- It is the responsibility of employee to obtain an Assessment Notice and WWC Card prior to engaging in any child-related work with the Institute (*Blue Card in Queensland*),
- Axis Institute will make sure other associated documents with this policy entail the requirements of this policy and also incorporates into its systems.
- Axis Institute encourages all WWC cardholders to following mandatory reporting guidelines and legislation in each state.
- Axis Institute will review this policy annually or any significant improvement triggered by the continuous improvement process.

6. Procedure

- Human Resources Department in its policy and procedures, makes sure new and prospective employees will be required to present and have sighted their WWC Card prior to commencement of employment and track a record of their validity and expiry. WWC Cards issued for volunteers cannot be used for paid employment or engagement. Axis Institute works with the employee to link the WWC to Axis Institute **NO CARD NO START**.
- Compliance and Marketing Department makes sure the requirement of Working With Children Check mentioned appropriately in the Student Handbook and Trainers Manual.
- Vocational Placement Coordinator ensures the requirement of Working with Children Check is well mentioned in the Vocational Placement Guide for all trainers and students working closely with the children have their current Working With Children Check available prior to commencement of their work with the children or placement. **NO CARD NO START** not only QLD law but Axis Institute best practice.
- The Vocational Placement Coordinator and IT Team work together to make sure the information of Working with Children Check is available to the students that they are aware of all obligations in being a blue card holder.
- Where there is a relevant change of circumstance relating to the holder of a WWC Card, the holder must notify the Institute's Human Resources in writing of the change within 7 days. A relevant change includes the holder being charged or convicted of an offence relating to children of a type specified in the Working with Children Act of the state's legislation. Employees moving address will be reminded of their WWC obligation of notifying the WWC issuer. Employees will be reminded of their blue card/ WWCC validity obligations. No employee will engage in work with person under 18 without a valid blue card/WWCC.
- In the case of an employee, contractor or volunteer receiving a Negative Notice after a WWCC Check has been conducted, the Institute may take (and not be restricted to) any of the following steps against a current or prospective employee, contractor or volunteer:
 - cease the work; or
 - not make an offer of employment or engagement; or
 - terminate the employment or engagement as per due process.

7. Associated documents

- Human Resources Policies and Procedures
- Student Handbook
- Trainers Manual
- Vocational Placement Guide
- Website information
- Moodle