Procedure 1.05.34  Working with Children

Department  Community Relations and Leisure
Responsible Officer  Manager | Children, Families and Ageing

Quality area 7: Leadership and service management

Introduction
Bega Valley Shire Council education and care services are committed to ensuring the health, safety, welfare and well-being of all children in the service. The Working with Children Check procedure outlines how we will take precautions to ensure the suitability of those who are employed in a paid or unpaid capacity to work with children in our service.

Strategies

Prior to commencement
The Approved Provider will ensure that all persons employed in a paid or unpaid capacity:

- provide proof of their identity (equivalent to 100 points)
- understand their obligations to undergo a Working with Children Check or make a Working with Children declaration
- are a fit and proper person for the purposes of being in an education and care service

The Nominated Supervisor will ensure:

- Any person who does not hold a current Working with Children clearance or declaration is supervised by a member of staff whilst on the premises.
- Copies of clearance letters or declarations are held at the secure administrative office for each service.
- The original clearance letter or declaration is supplied to Human Resource Department at Bega Valley Shire Council.

Educators, Staff, Volunteers and Students will:

- Complete all requirements of a Working with Children Check or declaration
- Be aware of their obligations and the procedures and steps that they should follow to respond to the disclosure or discovery of child abuse. (Refer to Child Protection policy)
- Understand their responsibility for keeping records and maintaining confidentiality in relation to child protection

Educators and Staff will:

- Have undergone an interview process and provided two references from people who have direct recent experience of the applicants paid work/ unpaid work with children.
- Understand and implement their responsibility for adequate supervision of staff and/ or volunteers/students (Refer to position descriptions)
Evaluation

All educators, staff, students and others are fit and proper persons to be in an education and care service.

Legislation and statutory considerations

- Education and Care Services National Regulations, 2011.
- New South Wales (2009) Keep them safe: A shared approach to child well-being. NSW Department of Premier and Cabinet

References

- Bega Valley Shire Council Child Protection procedure, Operational Draft, June 2012
- Bega Valley Shire Council Position Descriptions, Version December, 2011
- New South Wales (2009) Keep them safe: A shared approach to child well-being. NSW Department of Premier and Cabinet