

Working With Children (WWC) Check Procedure

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Purpose

To enable the University to implement and administer the Working with Children (WWC) Check Procedure in accordance with the *Worker Screening Act 2020 (Vic)* and strengthen child-safe practices, **all employees, contractors and volunteers** engaged in any work for the University are required to hold a valid Working with Children (WWC) check.

Scope

This procedure applies to all employees, contractors and volunteers engaged in any work for the University. A valid Working with Children (WWC) check is required for all such individuals, unless an exemption applies under

Victorian legislation. For example, employees registered under the *Victorian Institute of Teaching Act 2001* are exempt from obtaining a separate WWC check, as VIT registration includes an equivalent check.

Legislative context

- Worker Screening Act 2020 (Vic)
- Worker Screening Regulations 2021 (Vic)
- [Federation University of Australia Act 2010](#)
- [Department of Justice - Working with Children Check](#)
- [Education and Training Reform Act 2006](#)
- Family Law Act 1975 (Cth)
- Family Law (Child Protection Convention) Regulations 2003
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Children and Young Persons (Care and Protection) Regulation 2012 (NSW)
- Child Protection (Offenders Registration) Act 2000 (NSW)
- Children, Youth and Families Act 2005 (Vic)
- Child Protection Act 1999 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Current 01 March 2023) (Qld)
- Children and Young People (Safety) Act 2017 (SA)
- Child Safety (Prohibited Persons) Act 2016 (SA)

Definitions

Term	Definition
Assessment notice	Has the meaning given in section 152 of the Worker Screening Act 2020 (Vic), and is a notice that states that the person to whom the notice has been issued has passed a WWC check.
Child/ren	Any person(s) under the age of 18 years.
Child safe recruitment practices	Measures implemented throughout the recruitment process to ensure the safety and wellbeing of all children.
Contractor	Trades engaged through Property and Infrastructure/ Various experts engaged from time-to-time, paid by invoice through Finance.
Child Safety Officer	Head of Legal.
Criminal charge(s) or offence(s)	Does not include traffic or civil charges or offences.
Engaged	Includes employed.
Fee	The costs of the WWC check application including the cost of the passport size identification photo required for the application.
Interim negative notice	Has the meaning given in section 152 of the <i>Worker Screening Act 2020</i> (Vic), and is issued on an interim basis, pending further information whereby the individual does not meet the requirements necessary in order to be issued an assessment notice and a WWC check.

Interim Working with Children (WWC) exclusion	Issued under the <i>Worker Screening Act 2020</i> (Vic) on an interim basis, pending further information whereby the individual does not meet the requirements necessary in order to be issued a WWC check.
Negative notice	Has the meaning given in section 152 of the <i>Worker Screening Act 2020</i> (Vic), and is a notice that states that the person to whom the notice has been issued has not passed a WWC check.
Notice	Means a WWC clearance or an interim WWC exclusion or a WWC exclusion as prescribed in the <i>Worker Screening Act 2020</i> (Vic).
Prospective	Any person that is reasonably likely to be offered paid employment or engagement.
University	Federation University Australia.
Volunteer	An unpaid engagement with the University.
Work	Paid or unpaid employment or engagement.
Working with Children (WWC) card	The physical or digital card issued by Services Victoria or other authorised state authority that evidences that the holder has been issued a WWC clearance.
Working with Children (WWC) check	The process of assessment described in the <i>Worker Screening Act 2020</i> (Vic).
Working with Children (WWC) clearance	As defined in the <i>Worker Screening Act 2020</i> (Vic), this means the person has been assessed and passed a WWC check.
Working with Children (WWC) exclusion	As defined in the <i>Worker Screening Act 2020</i> (Vic) which states that the person to whom the notice has been issued has not passed a WWC check.

Actions

All University **employees**, **contractors**, and **volunteers** engaged in any work for the University are required to hold a current WWC clearance as evidenced by a WWC card. While this requirement previously applied only to roles considered child-related, this Procedure applies to **all roles across the University from its commencement**, regardless of position or function.

1. Holders of volunteer WWC clearance/card

A **volunteer** WWC clearance/card cannot be used for the purpose of paid employment or engagement and is therefore not a WWC clearance for the purpose of this Procedure.

A person who holds a valid **volunteer** WWC clearance/card must obtain an **employee** WWC clearance/card to engage in paid employment or paid activities, and to comply with this Procedure.

2. Lodging a WWC check application

To lodge a WWC application please visit www.workingwithchildren.vic.gov.au. It is the responsibility of each employee, contractor or volunteer to apply for, and obtain the appropriate WWC clearance.

The University will allow reasonable time for employees to obtain or renew their WWC clearance/card during their normal paid hours of work.

3. WWC applications and renewals cost

The Department of Justice and Community Safety assesses and processes applications or renewals and issues the appropriate notice and WWC check in accordance with the *Worker Screening Act 2020* (Vic) and *Worker Screening Regulations 2021* (Vic).

To strengthen child safety, changes effective **February 2026** require all current employees, contractors, and volunteers to hold an appropriate WWC clearance. Volunteers receive WWC checks and renewals free of charge. For paid employees, the University will reimburse employees for the cost of the first WWC check; any subsequent renewals or new applications must be funded by the individual. Contractors are responsible for the cost of their own WWC check. All staff must hold a current and valid WWC clearance by **30 June 2026**.

4. WWC check/renewal, record keeping and monitoring

Once an application or renewal is processed by the Department of Justice and Community Safety, a WWC clearance/card or an interim WWC exclusion or WWC exclusion will be issued to the individual, with a copy to the organisation listed where the work is to be performed. Employees nominating the University as their employer should use the pc@federation.edu.au email address when completing the application.

- All **employees and volunteers** are required to upload their WWC clearance/card to Workday using the [Add Certification](#) task for their people leader's approval, ensuring an **Expiration Date** is added. Notifications will be sent when the check approaches expiry to ensure certifications remain current.
- **People leaders** must sight a copy of the original document (either physical or official digital card, **not** a screenshot or photocopy), and [then approve the WWC clearance/card in Workday](#) so it is added to the staff profile.

All **contractors** are required to provide their valid WWC clearance/card to their Federation point of contact prior to commencement.

Employees, contractors and volunteers are also encouraged to add the WWC card to a digital wallet on their phone, so it can easily be provided when required for work.

Where an **interim WWC exclusion** or **WWC exclusion** is issued:

- **Employees or volunteers:** Must notify their Executive Dean or Director in writing as soon as practicable, who will notify People and Culture. People and Culture must sight the notice and determine further action in consultation with the Child Safety Officer.
- **Contractors:** Must notify the relevant Executive Dean or Director in writing within seven days. The Executive Dean or Director will meet with the contractor, sight the document, record the date of issue on file and determine further action in consultation with the Child Safety Officer.

5. Employment or engagement without WWC clearance/card

Employees, contractors or volunteers who do not present a current WWC clearance/card prior to commencing employment or engagement **must not start work**.

Any person who presents an interim WWC exclusion must not commence employment or engagement until they present a current and valid WWC clearance/card or as otherwise directed by People and Culture on advice from the Child Safety Officer.

Once employed or engaged, individuals are required to disclose any changes to their circumstances on an ongoing basis, as outlined in the *Disclosure during period of employment/engagement* section in this procedure.

If an individual no longer holds a valid WWC clearance/card during their employment or engagement, they may be stood down until the matter is resolved, which may result in termination of employment or engagement.

6. Valid period of a WWC check

A WWC check is valid for a period of five years, as prescribed in the *Worker Screening Act 2020* (Vic). Employees, contractors or volunteers cannot perform any work once their WWC clearance/card has expired.

A WWC clearance/card is transferable between positions, employers, or other engagement arrangements within the valid five-year period.

7. Disclosure during period of employment/engagement

The Department of Justice and Community Safety receives information from other law enforcement authorities. Any new relevant charge(s) or conviction(s) will result in a re-assessment of the WWC check as per the *Worker Screening Act 2020* (Vic).

If an employee, contractor or volunteer is notified by the Department of Justice and Community Safety that their WWC check is to be re-assessed, they must notify their relevant Executive Dean or Director, in writing within seven days.

The notified employee, contractor or volunteer may be temporarily withdrawn from all work, and if withdrawn cannot resume work until such time as the re-assessment process is completed and issued with a valid WWC clearance/check. The employee, contractor or volunteer is responsible for organising and paying for any re-assessment of their WWC check.

Where the Executive Dean or Director determines that the employee, contractor or volunteer should not be re-engaged:

- **Employees or volunteers:** The matter will be raised with the Director, People and Culture to determine the next course of action.
- **Contractors:** The matter will be raised with the relevant Executive Dean or Director to determine the next course of action.

8. Non-compliance or issue of an interim WWC exclusion or WWC exclusion

Where an existing employee, contractor or volunteer fails to comply with obtaining a WWC check or receives an interim WWC exclusion or WWC exclusion after a WWC check has been conducted, the University may take any of the following actions:

- immediate cessation of their work;
- modify the work processes or duties associated with the work conducted;
- re-design the position or work required;
- re-deployment; or
- termination of the employment or engagement.

9. Review right

If an interim WWC exclusion or WWC exclusion is issued, the employee, contractor or volunteer has the review rights described in the *Worker Screening Act 2020* (Vic).

The employee, contractor or volunteer must not be engaged in any work during the review period.

10. Re-applying/renewing WWC check

It is the responsibility of the WWC holder to ensure their check remains current at all times. Service Victoria will typically notify WWC check holders that their check is expiring around four weeks prior to expiry to allow time for renewal. Workday will also alert holders 10 days before their WWC check is due to expire.

The cost of renewal is the responsibility of the employee, contractor or volunteer.

11. Advising change of circumstances

An employee, contractor or volunteer must advise their Executive Dean or Director in writing of any change of circumstances within seven days. This includes, but is not limited to:

- if the WWC clearance/card has expired
- changes to personal details or residential address
- changes in engagement type, e.g. moving from volunteer work to paid work
- any relevant criminal charges or convictions, or
- revocations of the WWC clearance/card by the Department of Justice and Community Safety following any re-assessment.

All WWC clearance/card holders are required to notify the Department of Justice and Community Safety **within 21 days** of any change of circumstance, as outlined in Sections 72 and 73 of the *Worker Screening Act 2020* (Vic), including, but not limited to, personal details, employer, or volunteer organisation. Failure to do so may result in criminal penalties.

Supporting documents

- [People and Culture Policy](#)
- [Child Safe Procedure](#)
- [Fraud and Corruption Control Procedure](#)
- [Information Privacy Procedure](#)
- [Recruitment and Selection Procedure](#)
- [Risk Management Framework Procedure](#)
- [Staff Code of Conduct](#)
- [Third Party Delivery of VET Training and Assessment Procedure](#)

External Documents

- [Working with Children Check Online Application Form \(Working with Children Check - Victoria\)](#)
- WWC Clearance (Department of Justice and Community Safety)
- Interim WWC Exclusion (Department of Justice and Community Safety)
- WWC Exclusion (Department of Justice and Community Safety)

Responsibility

Chief Operating Officer is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.

Director, People and Culture is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Records management

Title	Location	Responsible officer	Minimum retention period
WWC check (for employees and volunteer staff)	Worker profile, Workday	Director, People and Culture	Five years
WWC check (for contractors)	Contractor management system	Relevant Federation point of contact prior to commencement	Five years
Interim negative or WWC exclusion (for employees and volunteer staff)	Worker profile, Workday	Director, People and Culture	Five years
Interim WWC exclusion or WWC exclusion (for contractors)	Contractor management system	Relevant Federation point of contact prior to commencement	Five years

Implementation

The Working with Children Check Procedure will be communicated and implemented across the University community by the following actions:

1. an Announcement Notice under *FedNews* on the University website and on the *Policies and Procedures* website to alert the University-wide community of the approved Procedure;
2. on the internal People and Culture web page explaining the WWC Checks in plain English using a Frequently asked questions (FAQs) format; and
3. emails to PVC/Executive Deans/Directors.