

POLICY

WORKING WITH CHILDREN CHECK FOR APPROVED TRAINERS AND ASSESSORS



Allens Training Pty Ltd | RTO #90909

Contents

1.	Purpose.....	2
2.	Scope.....	2
3.	Policy Statement.....	2
4.	Procedures.....	3
5.	Responsibilities.....	3
	Compliance, monitoring and review	3
6.	Definitions.....	3
	Terms and definitions	3
	Working with Children Check – WWCC	3
	National Police Check	3
	Where to obtain a Working with Children’s Check	3
7.	Related Legislation & Documents.....	4
8.	Feedback.....	4
9.	Approval and Review Details.....	4

1. Purpose

- 1.1 It is Allens Training policy that any training and/or assessment delivered by or on behalf of Allens Training is conducted in line with the Commonwealth Child Safe Framework.
- 1.2 Some jurisdictions in Australia may state that a trainer or assessor in VET education does not require a working with children check, however it is Allens Training organisational policy that every trainer/assessor must maintain a current child check positive card and have this attached to their trainer profile.
- 1.3 The purpose of this policy demonstrates our commitment to the safety and wellbeing of children and young people by complying with applicable state, territory and Commonwealth legislation.

2. Scope

- 2.1 This policy relates to Allens Training PTY Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third-party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third-party providers.

3. Policy Statement

- 3.1 All approved trainers and assessors must hold a current paid working with children check with the exception of the following roles where a National Police Clearance is valid:
 - Police
 - Teachers
 - Employees of high-level security facilities or specific government roles i.e. Border Security
- 3.2 Allens Training undertake risk assessments annually in relation to activities of the entity, to identify the level of responsibility for, and contact with, children, evaluate risks to child safety, and put in place appropriate strategies to manage identified risks.
- 3.3 Allens Training have established systems of compliance monitoring processes, education and training to make staff aware of, and compliant with, the Framework and relevant legislation, including Working with Children Checks / Working with Vulnerable People Checks and mandatory reporting requirements.

- 3.4 Individuals who are existing volunteer card holders and intend to start in paid child-related work or business, will need to transfer their existing volunteer card to a paid card. This advice is supplied by state Governments.

4. Procedures

- 4.1 Upon application, every trainer is required to obtain a child check positive result and submit evidence of a current working with children card or evidence of paid receipt for a working with children card with their application. *For further information please see Application Guidelines.*
- 4.2 Photographic evidence of current working with children card will be stored as part of the trainer profile and the expiry date will automatically generate notification to the trainer and Allens Training staff of renewal requirement.
- 4.3 Trainers who fail to upload evidence of renewal of working with children check (or notify Allens Training of reason for delay) by the due date will be suspended until such time as they provide evidence of a current and valid card.

5. Responsibilities

Compliance, monitoring and review

- 5.1 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

6. Definitions

Terms and definitions

Working with Children Check – WWCC

A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children in Australia. As part of the process the screening unit will look at criminal history, child protection information and other information.

The Working with Children Check is an ongoing assessment of a person's eligibility to work with children and involves a check of a person's criminal history and other disciplinary and police information.

National Police Check

A Nationally Coordinated Criminal History Check is a point in time check and discloses criminal history.

Where to obtain a Working with Children's Check

Applicants wishing to apply for a working with children check must do so through an authorised government screening unit through their state or territory.

The table below shows authorised government screening units that are responsible for working with children's registrations in each Australian state and territory:

State or Territory	Name of the check	Link to Government Screening Unit
New South Wales	Working with Children Check	NSW Office of the Children's Guardian
Queensland	Blue Card Check / Working with Children Check	Blue Card Services
Victoria	Working with Children Check	Department of Justice and Regulation, Working with Children Check Unit
South Australia	DCSI Screening / Working with Children Check	DCSI Screening Unit (Department for Communities and Social Inclusion)

Australian Capital Territory	Working With Vulnerable People (WWVP) check	Background Screening Unit, Access Canberra
Tasmania	Registration to Work with Vulnerable People (RWVP) / Working with Children Registration	Department of Justice
Western Australia	Working With Children Check	WWC Screening Unit (Department for Child Protection and Family Support)
Northern Territory	Working with Children Clearance / Ochre Card	Screening Assessment for Employment – Northern Territory (SAFE NT)

7. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

[Commonwealth Child Safe Framework](#)

8. Feedback

8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December each year
Version	Effective Date	Author(s)	Description
V1.0	13.10.2022	Ferne Robinson	Initial