

CHILD PROTECTION REQUIREMENTS

VOLUNTEERS

CUTTING THROUGH THE **RED** TAPE

Mr. Jamie Bobrowski
Director of OHS&Risk
St Patrick's College Ballarat

- ▶ *OH&S*
 - ▶ *Risk Management*
 - ▶ *Emergency Management*
 - ▶ *Return To Work*
 - ▶ *Security and Surveillance*
 - ▶ *..... Task as delegated by the Headmaster.....*
- 







Working with Children Check



Working with Children Check

Top Tips

-  Applying for a Check? Fill out the form online then lodge it at Australia Post
-  Understanding your organisation's obligations about child-related work
-  Did you know that the Police Check is quite different from the WWC Check?
-  Got a question? Our FAQs will help you find the answer.
-  Have our eNewsletter with news and tips delivered straight to your Inbox.

Fees

Fees are non-refundable.

Service	2016 - 17 financial year	Payment methods
<p>Authorised Version No. 052</p> <p>Working with Children Act 2005</p> <p>No. 57 of 2005</p> <p>Authorised Version incorporating amendments as at 1 May 2017</p>		

- retain and secure all correspondence the department sends you about your workers
- ensure workers notify the department within 21 days of commencing child-related work with your organisation and whenever their personal and contact details change.

About the Check

Ap

Home > About the Check

About Check status

The 'Check status' service provides information about the application status of your workers.

What information you need:

1. The first 8 digits of the application number
2. The person's surname

Important: You must enter the information exactly as it appears on the application.

Application/Card number

Family name (Surname)

Legislation

The Check is part of the Act, a large number of provisions in the Act apply to the Check.

The following legislation applies to the Check:

- [The purpose of the Act](#)
- [What is child-related work?](#)
- [Who is exempt from the Check?](#)
- [How the Check is applied](#)
- [Who is eligible for the Check?](#)
- [What offences are there?](#)
- [Obligations of employers](#)
- [Obligations of individuals](#)
- [How your personal information is stored and disposed of](#)

Working with Children Check

- [Working with Children Act 2005](#)
- [Working with Children Regulations 2016](#)

Organisations >

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child-related work in your

expiry date and card type ('E' for paid employees or 'V' for

Why....

Ministerial Order 870

Risk minimisation strategies and practices

Creating Child safe Institutions



Four Richmond players were turned away from a school footy clinic on Tuesday. (AAP Image/Julian Smith)Source: AAP





Internal Audit & Assurance

~~DRAFT FOR DISCUSSION~~

Edmund Rice Education Australia

St. Patrick's College, Ballarat – Review of Working With Children Checks

FY2016/04.24

November

Circulation:


St Patrick's College, Ballarat

Jamie Bobrowski Director, OHS & Risk

Edmund Rice Education Australia

Review of Working With Children's Checks

November 2016

- ▶ First time an internal audit had ever been commissioned by EREA
 - ▶ Focus on Adequacy and Effectiveness of controls within schools
 - ▶ Record keeping
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

St Patrick's College Then *(November 2016)*

- ▶ Excel records and Synergetic DocMan for most Staff/Volunteers
- ▶ Annual Verification process
- ▶ **Multiple people** involved in the WWCC process (Not Centralised)
- ▶ One expired card
- ▶ Large casual staff pool performing catering / music and tuition duties without cards.
- ▶ Wrong Type Card **E** Not **V.....**



How to manage the Check

In addition to your legal obligations listed above, you must:

- keep a record of the application receipt or card number of all workers doing child-related work in your organisation
- carefully look at workers' cards and record the number, expiry date and card type ('E' for paid employees or 'V' for volunteers)
- retain and secure all correspondence the department sends you about your workers
- ensure workers notify the department within 21 days of commencing child-related work with your organisation and whenever their personal and contact details change.

▶ How does St Patrick's manage Volunteers?





November 19, 2015

Volunteers and Working with Children at St Patrick's College

Dear valued member of our community

St Patrick's College recognises that families and carers are the primary educators of their children and that the College's role is to work with families and carers to provide an authentic Catholic education for boys in line with the charism of Blessed Edmund Rice. Catholic education by nature is community based, bringing together a range of stakeholders to provide education for boys that seek to share and live out the word of God in all areas of life.

As such the College recognises the integral role that volunteers within the College play and actively seeks to develop structures and procedures that encourage members of the St Patrick's community (parents, carers, families, Old Boys, past parents, friends of the College and other community representatives) to become actively involved in the life of the College.

In order to maintain best practice volunteer procedures consistent with legislation, any member of our community wishing to become a volunteer at the College will need to be listed on our Volunteers Register prior to performing any volunteer duties.

Regardless of whether you currently perform volunteer duties or are looking to become a volunteer at St Patrick's College, I write to you asking that you complete the attached Volunteer Details Form and return it to our College reception before Friday December 18, 2015 - the last day of the school year.

Once again thank you for the contribution you make to our community.

Mr John Crowley
Headmaster



Print Form

St Patrick's College Volunteer Details Form

PERSONAL DETAILS

Title: Given Name: Surname:
Preferred Name: Date of Birth:
Street Address: Postcode:
Suburb: State:
Phone(BH): (AH): (Mob):

VOLUNTEER WORK

Type of work: Supervisor:

Please detail any relevant skills, qualifications or previous experience obtained that is relevant:

Please detail any other information which you consider is relevant:

EMERGENCY CONTACTS

1st Emergency Contact:

Title: Given Name: Surname:
Preferred Name: Date of Birth:
Street Address: Postcode:
Suburb: State:
Phone(BH): (AH): (Mob):
Relationship to you (e.g. mother, partner, friend):



21-Day Notification of Employer Status (Working with Children Card)

Attention: _____

St Patrick's College is a Catholic school in the Edmund Rice tradition. A member of the Edmund Rice Education Australia (EREA) network of schools. The College holds the care, safety and wellbeing of



St Patrick's College Provider Declaration of Working with Children Status

CASUAL CONTRACTOR DECLARATION

St Patrick's College is a Catholic school in the Edmund Rice tradition. A member of the Edmund Rice Education Australia (EREA) network of schools. The College holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility. The College makes every effort so far as is reasonably practicable to comply with all its legal responsibilities as specified by legislation related to Occupational Health and Safety and Child Safety.

As a provider of goods and/or services to the College and pursuant to legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870. All contractors providing Goods or Services to the college on a ONE OFF basis must acknowledge the requirements of the Victorian Child Safety Standards of the order.



St Patrick's College Provider Declaration of Working with Children Status

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Notification of upcoming expiry of your Working with Children Card

Attention: _____

St Patrick's College is a Catholic school in the Edmund Rice tradition. A member of the Edmund Rice Education Australia (EREA) network of schools. The College holds the care, safety and wellbeing of

ID	Type	DateJoined	Surname	Preferred	Given1	Title	Gender	MobilePhone	Email	MailNamePrimary	WorkWithChildrenCheckStatus	WorkWithChildrenCheckRegistrationNumber	WorkWithChildrenCheckExpiryDate
375	VOL	9/12/2015 0:00	Devlin	Moira	Moira	Mrs	F			Mrs M Devlin	PASSVOLUNTEER	0203784A-01	26/08/2019 0
1617	VOL	30/05/2016 0:00	Torpy	Maree	Maree	Mrs	F	0419 664 236		Mrs M Torpy	PASSVOLUNTEER	0618784A - 01	23/02/2021 0
5768	VOL	30/11/2015 0:00	Ryan	Philip	Philip	Mr	M	0421 071 210		Mr P Ryan	PASSVOLUNTEER	03492513-01	7/03/2017 0
7565	VOL	30/11/2015 0:00	Van der Voort	Jo-anne	Jo-anne	Mrs	F	0437 353 423	rjvandervoort@gmail.com	Mrs J Van der Voort	PASSPAIDWORK	175323 registered teacher	30/09/2016 0
9260	VOL	30/11/2015 0:00	Shaw	Shirley	Shirley	Mrs	F	0419 354 194		Mrs S Shaw	PASSVOLUNTEER	03163802-01	21/12/2016 0
10268	VOL	30/11/2015 0:00	Coghlan	Rhonda	Rhonda	Mrs	F		rhondacoghlan@gmail.com	Mrs R Coghlan	PASSPAIDWORK	00869496-02	22/11/2017 0
10423	VOL	13/05/2016 0:00	Lavery	Robyn	Robyn	Mrs	F	0421 208 863	gerard.lavery@bigpond.com	Mrs R Lavery	PASSVOLUNTEER	0602102A-01	5/02/2021 0
11722	VOL	25/11/2015 0:00	O'Doherty	Tim	Timothy	Mr	M	0428509230	timod47@gmail.com	Mr T O'Doherty	PASSVOLUNTEER	00707509-02	19/02/2015 0
16847	VOL	23/02/2016 0:00	Brodie	Tess	Therese	Mrs	F	0409 957 032	tessbrodie@westnet.com.au	Mrs T Brodie	PASSVOLUNTEER	0555514A-01	2/12/2020 0
19059	VOL	9/12/2015 0:00	Tuddenham	Marianne	Marianne	Mrs	F	0409 407 970	maryannetuddenham@hotmail.com	Mrs M Tuddenham	PASSPAIDWORK	01808326-02	10/07/2019 0
19208	VOL	30/11/2015 0:00	Walters	Kathy	Kathy	Mrs	F	0410 385 773	rkahjnd@hotmail.com	Mrs K Walters	PASSPAIDWORK	0244319A-01	20/10/2019 0
20411	VOL	24/03/2016 0:00	Taylor	Carla	Carla	Mrs	F	0429 012 890	cliffytaylor@netspace.net.au	Mrs C Taylor	PASSVOLUNTEER	0624475A - 01	26/02/2021 0
20429	VOL	30/11/2015 0:00	Allan	Mark	Mark	Mr	M	0400 326 915	m.allan@bigpond.net.au	Mr M Allan	PASSVOLUNTEER	00643181-01	14/05/2018 0
21020	VOL	13/05/2016 0:00	Coutts	Trish	Patricia	Mrs	F	0408 322 884		Mrs P Coutts	PASSVOLUNTEER	0592632A-01	2/02/2021 0
21338	VOL	13/05/2016 0:00	Byrne	Janene	Janene	Mrs	F	0409 571 120	jandrew@vic.chariot.net.au	Mrs J Byrne	PASSVOLUNTEER	0593071A-01	4/02/2021 0
21782	VOL	23/02/2016 0:00	Collier	Elaine	Elaine	Mrs	F			Mrs E Collier	PASSVOLUNTEER	0555353A-01	1/12/2020 0
23250	VOL	30/11/2015 0:00	Meagher	Simone	Simone	Mrs	F	0418 135 272	g.meagher@giant.net.au	Mrs S Meagher	PASSVOLUNTEER	00592434-02	14/12/2017 0
23874	VOL	23/03/2016 0:00	McMaster	Karen	Karen	Mrs	F	0408 369 228		Mrs K McMaster	PASSVOLUNTEER	0585990A - 01	21/01/2021 0
24307	VOL	30/11/2015 0:00	Dodd	Maree	Maree	Mrs	F	0400 808 447	mardod@bigpond.net.au	Mrs M Dodd	PASSPAIDWORK	00720794-02	19/12/2017 0
25062	VOL	30/11/2015 0:00	Edwards	Geraldine	Geraldine	Mrs	F	0418 337 155	geredwards4@gmail.com	Mrs G Edwards	PASSVOLUNTEER	00646240-03	21/12/2017 0
25089	VOL	30/11/2015 0:00	Turley	Helen	Helen	Mrs	F	0400 647 144	helen.turley@dhtconsulting.com.au	Mrs H Turley	PASSPAIDWORK	03324281-01	29/05/2017 0
25335	VOL	30/11/2015 0:00	Schreenan	Lisa	Lisa	Mrs	F	0438 594 908		Mrs L Schreenan	PASSVOLUNTEER	00463635-02	18/12/2017 0
25396	VOL	30/11/2015 0:00	Swan	Jayne	Jayne	Mrs	F	0419 330 719	jayne.swan@bigpond.com	Mrs J Swan	PASSVOLUNTEER	0533819A-01	28/10/2020 0
25925	VOL	30/11/2015 0:00	Burgess	Daydie	Daydie	Mrs	F	0409 023 842	daydieburgess@live.com.au	Mrs D Burgess	PASSVOLUNTEER	0529267A-01	5/11/2020 0
26752	VOL	25/11/2015 0:00	Johnson	Helen	Helen	Mrs	F	0414 256 164	hjohnson@bigpond.net.au	Mrs H Johnson	PASSPAIDWORK	0501825A - 01	11/09/2020 0
27520	VOL	30/11/2015 0:00	Goldsmith	Catherine	Catherine	Mrs	F	0402 985 195	cagoldsmith1@hotmail.com	Mrs C Goldsmith	PASSVOLUNTEER	01138631-02	22/10/2018 0
27813	VOL	9/12/2015 0:00	O'Keane	Julianne	Julianne	Mrs	F	0439 657 551	pnjokean@bigpond.com	Mrs J O'Keane	PASSPAIDWORK	00599333-02	4/01/2018 0
27950	VOL	30/11/2015 0:00	Spittle	Julie	Julie	Mrs	F	0429 434 201	mt.cavern@bigpond.com	Mrs J Spittle	PASSPAIDWORK	375387 non prac teacher	30/09/2017 0
27953	VOL	30/11/2015 0:00	Cooper	Mary	Mary	Mrs	F	0400 013 146	marycoops@hotmail.com	Mrs M Cooper	PASSPAIDWORK	00394306-02	10/08/2017 0
28821	VOL	13/05/2016 0:00	Loader	Debbie	Debra	Mrs	F	0438 346 577		Mrs D Loader	PASSVOLUNTEER	0586500A-01	4/02/2021 0
29046	VOL	30/11/2015 0:00	Grant	Tania	Tania	Mrs	F	0418 654 928	tgrant@myacn.net.au	Mrs T Grant	PASSVOLUNTEER	00255663-02	13/07/2017 0
29121	VOL	6/11/2015 0:00	Keem	Leanne	Leanne	Mrs	F	0408 501 712		Mrs L Keem	PASSVOLUNTEER	00425438-02	3/09/2017 0
29301	VOL	30/11/2015 0:00	Scobie	Dianne	Dianne	Mrs	F	0412 716 056		Mrs D Scobie	PASSVOLUNTEER	00599341-02	5/12/2017 0
29538	VOL	14/12/2015 0:00	Madden-Peck	Maria	Maria	Ms	F	0439 312 050	mariapeck06@yahoo.com.au	Ms M Madden-Peck	PASSPAIDWORK	0537945A-01	24/11/2020 0
29626	VOL	23/02/2016 0:00	Waller	Jacinta	Jacinta	Mrs	F	0427 429 618	walfamily@iinet.net.au	Mrs J Waller	PASSVOLUNTEER	0215032A-01	5/09/2019 0
29939	VOL	23/02/2016 0:00	Lovison	Jane	Jane	Mrs	F	0431 327 583	jane@studioarc.com.au	Mrs J Lovison	PASSVOLUNTEER	01098919-02	28/11/2018 0



Capture

Community Selector

Criteria Change...

Grid Search

Surname:

Given 1:

ID: Find

Name	Constituenc
J Bobrowski (Jai)	SC (10/D/0
Mr J Bobrowski (Jamie)	CRD, DEB,
Mrs L Bobrowski (Lauren)	PC, PCEC,
Mr L Bobrowski (Lochie)	SP (2017p)

Count: 4 OK

Community Maintenance [Mrs L Bobrowski and Mr J Bobrowski]

Mrs L Bobrowski and Mr J Bobrowski 3 Rampling Way, NERRINA VIC 3350

Spouse:- Name: Mr Jamie Andrew Bobrowski Partner: Lauren Partner ID: 25158
ID: 25157 Phone BH: 5331 1688 AH: Default Mobile: 0422 004 244

Constits Name Home Address Postal Address Phone Occupation Occupation Address Education Other Relations Flags Current Comms Comms Photo

Other Details

Date of Birth: 12/01/1972 Pre 1900 Date...

Religion: Catholic (Latin/Roman Rite) Parish: Ballarat

Nationality: Australian Nationality 2:

Country of Birth: Australia Home Language: English

Suffix: Prev Surname:

Override Mail Format: Override Salutation Format:

Barcode: C9056672 Network Login: jbobrowski

External Registration Number: C9056672 Community Portal Account: Manage... Batch... Delete

Dietary Requirements

Physical Requirements

Work With Children Checks

Status: Current WWCC Employee

Expiry Date: 28/02/2018

Registration Number: 00770859-02

Verified Date: 12/04/2017

Needs Current WWCC:

Show Primary Keep Criteria... < Back Next > OK Exit

VOLUNTEERS

How do you manage Volunteers at your workplace.

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

Exemptions

There are several situations listed in the *Working with Children Act 2005* (the Act) where people doing child-related work are exempt and do not need a Working with Children Check (Check).

The exemptions in the Act are described below.

You may find that you are exempt for the purposes of one type of work but not another, so you may still need a Check.

The following exemptions do not apply to people who have failed the Check and been served a Negative Notice. For more details go to [Failing the Check](#).

Children

If you are under 18 years of age, you are exempt from the Check.

Example: David is 17 years old and a member of his local scout group. David leads a younger group of scouts but because he is under 18 years of age, he does not need a Check.

Under the [Child Employment Act 2003](#) this exemption does not apply to under 18-year-olds supervising children under the age of 15 in employment.

Some student volunteers

If you are a student who is 18 or 19 years of age, you are exempt from the Check for volunteer work organised by or held at your educational institution.

Example: Khalil is an 18-year-old student at Smithtown Secondary College. He leads a peer support group of Year 7 students. As Khalil is doing his volunteer work at his school, he does not need a Check.

Parents volunteering in an activity with their child

If you are a parent volunteering in an activity in which your child participates, or normally participates, you are exempt and do not need a Check.

Example: Emily has volunteered to make and fit costumes for other children in her daughter's school play. As Emily's daughter usually participates in the school play, Emily does not need a Check, even if her daughter does not attend all of the play rehearsals or performances.

Family members and people who are closely related to the child (with the exception of kinship carers)

If you are closely related to each child in your child-related work you are exempt from the Check. 'Closely related' to a child means :

- spouse or domestic partner
- parent, step-parent, mother-in-law or father-in-law
- grandparent
- uncle or aunt
- brother or sister, including half sibling, step sibling, brother-in-law or sister-in-law.
- in the case of domestic partners, a person who would be closely related to the child if the domestic partners were married to each other.

Example: Thuy is paid to teach her niece piano. As Thuy is closely related to the child, she does not need a Check.

This exemption does not apply if you are a kinship carer. A person who engages in kinship care work must hold a Check. A person is engaged in kinship care if:

- the person is a family member or other person of significance to a child; and
- the child is or has been placed in the out of home care of that person under the *Children, Youth and Families Act 2005*.

Example: Child Protection has placed nine year old Lucy in the care of her uncle, John. This arrangement is called kinship care. Even though John is closely related to his niece, he is still required to obtain a Check because he is a kinship carer in accordance with the above definition.

NOW ITS YOUR TURN TO TALK.....

