



Altona Miniature Railway			
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Title:	Policy and Procedures Manual		
Subject:	Working with Children Check Policy		
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## Working with Children Check Policy

### Introduction

Altona Miniature Railway is a child safe organisation and upholds a commitment to ensure that members children and visiting members of the public are provided with a child safe environment. The Victorian Government has established the WWC for ensuring that persons working with children as volunteers or paid employees have a thorough and ongoing background check. The Victorian Government does not release information about an individual's criminal history to an organisation without written consent.

Information received by Victoria Police is strictly confidential and is maintained as part of the employee's individual employment file. The WWC is on ongoing check, and any changes to an individuals' criminal record status is reported back to Altona Miniature Railway.

### Scope

This policy applies all classes of membership, volunteers, contractors and vendors of Altona Miniature Railway.

### Policy

It is the policy of Altona Miniature Railway for all the following parties to have current and valid volunteer Working with Children Checks:

- All Members of the club must obtain and hold a current Victorian Working with Children check prior to commencing as a member with the Club.
- Visitors helping with running of public activities such as open days or private parties must obtain and hold a current Victorian Working with Children Check prior to attending the railway. This requirement therefore includes but not limited to ticket sellers, station staff, drivers and guards.
- Contractors / Vendors including their staff attend public activities such as open days or private parties must obtain and hold a current Victorian Working with Children Check prior to attending the railway. This requirement therefore includes but not limited to food sellers and additional attractions.
- Volunteers who are not members but attend the railway more then three times a year must obtain and hold a current Victorian Working with Children Check.

This policy is necessary because AMRs' events and activities involve regular direct contact with

children – either Members or the Public.

Direct contact means physical contact, face to face communication or within eyeshot when providing services or activities for children.

All members must have and display their WWC card on them always while at the railway

## Exemptions

AMR have endorsed the exemptions from the legislation and recognises that AMR shall not require the following individuals to apply for the WWC (subject to appropriate evidence being provided):

- people under the age of 18 years
- 18 or 19-year-old student volunteers whose activity has been organised by the student's educational institution
- a sworn Victorian, or Federal Police officer
- teachers registered with the Victorian Institute of Teaching
- individuals undertaking tasks on behalf of AMR during a public activity, provided they are under the direct supervision of a person who holds a current WWC

A WWC card will not be required for contractors who are undertaking work for Altona Miniature Railway on a limited basis e.g Plumbers, Electricians, etc where the contractor will be under the direct supervision of a member.

## Procedure for Conducting a Working with Children Check

To begin the process of obtaining a WWC check the volunteer must complete an application form for WWC check. Application forms are available either online - <http://www.workingwithchildren.vic.gov.au/> or in store at an Australia Post Offices.

For volunteers there is no charge for a WWC.

Please ensure that Altona Miniature Railway is listed as the organisation that you volunteer for:

<b>Name:</b>	Altona Miniature Railway		
<b>Postal Address:</b>	PO Box 387		
<b>Suburb:</b>	Altona	<b>State:</b> Vic	<b>Postcode:</b> 3018
<b>Occupational Field:</b>	42 – Clubs and Associations		

The completed application must include:

- Original proof of Identity documents.

- Any other attachments requested in the application (i.e. additional addresses).

## Results of Checks

Positive checks are confirmed by a Notice of Assessment and WWC check card being forwarded to the applicant and Altona Miniature Railway. Negative applicants will receive an Interim Negative Notice, as will Altona Miniature Railway. Details of any offences will not be disclosed to Altona Miniature Railway.

Any changes occurring subsequent to the WWC check card being issued must be advised to the Department of Justice and Altona Miniature Railway within seven days.

The WWC card is valid for five (5) years from the date of issue.

The AMR Secretary will maintain a register of all volunteers' qualifications including a valid Working with Children check.

## Working with Children

The WWC checks are administered by the Victorian Department of Justice. Any inquiries should be directed to 1300 652 879 or [workingwithchildren@justice.vic.gov.au](mailto:workingwithchildren@justice.vic.gov.au)

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## Spot Checks

The Duty Officer can perform spot checks of WWC cards during club events – such as but not limited to Working Bee's, Public Open Days and other events

Any individual who is unable to produce the WWC card will be asked to leave the access area.