
FAILING A WORKING WITH CHILDREN CHECK

If you don't pass the Working with Children Check, then you are prohibited from undertaking any child-related work with the Eastern Community Legal Centre (ECLC).

You must inform ECLC's Director of People and Shared Services within seven days of receiving a Negative Notice from the Department of Justice Working with Children Check Unit.

This Unit will also advise ECLC that it has issued you with a Negative Notice, but not the circumstances that caused you to fail the Working for Children Check.

ECLC's Director of People and Shared Services will inform your relevant manager and ECLC's CEO about the Negative Notice.

What action will be taken?

The course of action will be based on whether:

- You are an employee or volunteer;
- You have lodged a VCAT appeal against the Negative Notice;
- You are suitable to do another type of work without causing an unjustifiable risk to the safety of children;
- Your conduct has been decriminalised since you committed the offence that caused you to fail the Working for Children Check; and/or
- There are other factors that may be relevant for consideration.

How will you be told your employment (paid/unpaid) will be terminated?

Where there are no other alternatives and the decision is made to terminate your employment or volunteering, you will be given:

- A written and verbal explanation of the reasons for the decision to end your employment or volunteering.
- Any outstanding entitlements (if relevant).

- Professional references where appropriate.

Your privacy will be protected by ECLC by ensuring that information about your circumstances, including information relating to your dismissal, are kept confidential at all times.

What can you do if you have a grievance?

If you wish to lodge a grievance about ECLC's leadership in the area of child safety or management of child safe incidents, then you can do this by following the steps in ECLC's Enterprise Agreement 2013-16 (appendix A-Grievance Procedure) or the Volunteer Grievance Procedure.

See *Child Safety/Incident Grievance Procedure* fact sheet.

Who can you contact for more information?

You can email eclc@eclc.org.au or talk with ECLC's Director of People and Shared Services on phone (03) 9285 4822.