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# WORKING WITH CHILDREN CHECK

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Eastern Community Legal Centre (ECLC) is committed to providing services and working environments that protect all children from harm and that promote their wellbeing.

This includes the cultural safety of children from Aboriginal and Torres Strait Islands, those from culturally and linguistically diverse backgrounds, and children with a disability.

ECLC is responsible for ensuring that all staff, volunteers and contractors who provide or may provide direct or indirect services to children understand how to interact safely with child clients and children in the community.

How does ECLC ensure child safety?

Children and young people are a Priority Community in ECLC's Strategic Plan.

All new and existing staff, volunteers and contractors need a current *Working with Children Check* to work or volunteer for ECLC.

Do you have to do the Check?

Yes if you don't have a *Working with Children Check* and you'd like to start or continue working for or volunteering for ECLC. There are no exceptions for any ECLC staff or volunteers because there are no exceptions with the safety of children.

If you are a new employee, volunteer or contractor and you don't have a current *Working with Children Check*, then you will need to go to

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj> within 21 days to apply for one.

There is no cost for a volunteer card. This will cost employees about \$123.00 which will be reimbursed by ECLC. ECLC is not in a position to provide reimbursement to contractors. You must confirm you have undertaken the Check with ECLC's Director of People and Shared Services as soon as possible.

If you are a new employee or contractor and you have a current employee *Working with Children Check* with a previous employer, then you'll need to go to

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj> within 21 days to add ECLC as your new employer. There will be no cost to update your employer details. You will need to provide a copy of your Working with Children card to ECLC's Director of People and Shared Services within this timeframe.

If you are a new employee or contractor and you have a current volunteer *Working with Children Check* card, then you will need to go to

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj> within 21 days to update your card with ECLC as an employer. This will cost about \$123.00 which will be reimbursed by ECLC.

ECLC is not in a position to provide reimbursement to contractors. It is important to be aware that on transferring a volunteer *Working with Children Check* to an employee one, your volunteer Check may no longer be valid until such time you receive your Employee card. This may affect your ability to volunteer in the interim.

If you are a new volunteer and you already have a current volunteer Working for Children card, then you will need to go to <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj> within 21

days to update your card with ECLC as your new volunteer organisation and give the ECLC's Director of People and Shared Services a copy of your card.

Any information provided to ECLC relating to a *Working with Children Check* is retained for compliance and record keeping purposes. There may be times however, where evidence of a Check is required by funding bodies or government agencies. At the time of completing a *Working with Children Check*, staff and volunteers are required to also complete a consent form, giving permission for ECLC to share this information confidentially to such agencies.

How much does the *Working with Children Check* cost?

A *Working with Children Check* costs about \$123.40 for an employee. This cost will be reimbursed by ECLC. All volunteer checks are free.

Where do you do the *Working with Children Check*?

You can do the first stage of the Working for Children Check online at:  
<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

After you've completed the online stage, you will need to go to a Post Office to complete the final stage which includes an identity check and having your photo taken for your five-year *Working with Children Check* card which will be posted to you when you pass the check. ECLC will also receive a photocopy of your card from the *Working with Children Check* Unit of the Department of Justice and Regulation.

What occupational field do I choose when applying for a Check?

A Community Legal Centre is not listed specifically in the online application. Staff and volunteers should select *Counselling or support services for children* as the occupational field from the drop down list.

What is child abuse?

Under the *Child safety and Wellbeing Act (2005)*, there are four categories of child abuse. These are:

1. Physical violence causing children to suffer directly or indirectly from a non-accidental injury or injuries inflicted by another person.
2. Sexual offences where a person involves children in sexual activity, or deliberately puts a child in the presence of sexual behaviours that are exploitative or inappropriate to a child's age and development.
3. Serious emotional and/or psychological abuse where harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. This can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person.
4. Serious neglect where there is continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. This includes the failure of an adult to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life threatening situations.

Who can you contact if you have any queries?

You can email [people@eclc.org.au](mailto:people@eclc.org.au) or speak with ECLC's Director of People and Shared Services on phone (03) 9285 4822.