

POLICY AND PROCEDURES CONCERNING WORKING WITH CHILDREN CHECKS

<p>1. What are Working with Children Checks?</p>	<p><i>The Working with Children (WWC) Check</i> helps protect children from physical, psychological and sexual harm. The scheme aims to prevent those who pose a risk to children from working or volunteering with them.</p> <p><i>Working with Children Checks</i> are checks of the databases of law enforcement agencies, mandatory in the Australian states and territories.</p> <p>Name of checks may vary from state to state.</p>
<p>2. Why is a Working with Children Check necessary?</p>	<p>If you are engaged in or intending to do child-related work, you are required by law in every State and Territory to hold a WWC check. Refer to Appendix A.</p>
<p>3. In the Australian & New Zealand Diocese of the ROCOR, who requires a Working with Children Check?</p>	<p>The following people are required to hold a WWC Check:</p> <ul style="list-style-type: none"> • Priests (married, celibate and monastic) • Deacons (married, celibate and monastic) • Monastics (who are in contact or working with children) • Choir masters (who have one-on-one training with children and youth or who lead youth choirs) • Youth leaders (any persons who have leadership roles in camps, retreats, Syezd, and parishes that have crèche services) • School teachers <p>In addition to the above any Diocesan employees, Parish Officials, Church Workers, Volunteers, who have face to face contact with children are also required to hold a WWC check.</p>
<p>4. Who are Diocesan employees, parish officials, church workers and volunteers?</p>	<p><u>Diocesan employees</u> are individuals contributing labour and expertise to the life of the Australian & New Zealand Diocese of the ROCOR and who receive payment for that work, whether from the Diocese, a parish, or a church organisation.</p> <p><u>Parish officials</u> are individuals elected to Parish Councils and the Sisterhood.</p> <p><u>Church Workers</u> are individuals elected or appointed by parishes to assigned duties without payment.</p> <p><u>Volunteers</u> are individuals contributing labour and expertise who receive no payment for that work, including <u>altar servers</u>, <u>choir masters</u>, <u>youth leaders</u> and Parish <u>school teachers</u>.</p>

<p>5. How will the Working with Children check be undertaken?</p>	<p>The <i>Working with Children Check</i> will be undertaken in accordance with the relevant state and territory procedures. These procedures are set out at Appendix A.</p>
<p>6. When will the Working with Children Check be undertaken for new positions?</p>	<p>For candidates for ordination to the priesthood or the diaconate, the Working with Children Check is a mandatory pre-requisite for ordination.</p> <p>For all new Diocesan employees, Parish officials, church workers, volunteers, and school teachers, the Working with Children Check should be undertaken before employment, volunteering or teaching commences.</p> <p>To avoid confusion, embarrassment or misunderstanding, the need for a Working with Children Check should be made clear at the earliest possible opportunity when ordination, employment, volunteering, teaching or service in an official capacity is being considered.</p>
<p>7. How frequently will the Working with Children Check be undertaken?</p>	<p>The requirements of each state and territory must be observed for frequency of checks and your WWC must be renewed before its expiry date.</p>
<p>8. What steps will be taken to ensure that the Working with Children Check is in fact undertaken for those in positions requiring it?</p>	<p>Prior to appointment to any church position, clergy, parish officials, church workers and volunteers must undertake a Working with Children Check as required in their State/Territory.</p> <p>It is contrary to this policy to proceed with employment (paid, unpaid or voluntary) until an individual has received a valid check.</p> <p>The Diocese monitors and maintains the record-keeping for all clergy. Screening for all other parish officials, church workers and volunteers, will be done at the Parish level by the Rector or appointed Child Safety Contact Person. The person will be asked to:</p> <ul style="list-style-type: none"> • Provide a certified copy of Blue Card (Qld) or WWC card (Vic & WA) or WWC number (NSW) or Ochre card (NT), Working With Vulnerable People Registration (ACT) and Working With Vulnerable People Registration (TAS). • Hold information in a Working with Children Register at the parish level. • Provide a list of individuals who have been screened for WWC checks to the Diocesan Office as part of the Child-Safe Child-Friendly Parish Report accompanying the AGM minutes annually. <p>The Child Safety Contact person will report on compliance to the Diocese, ensuring documentation is securely stored and individuals' privacy is protected in accordance with the relevant laws of the States and Territories.</p>

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	<p>The Diocese will undertake audits of parishes from time to time to ensure that procedures in screening for Working with Children Checks are maintained and current.</p>
<p>9. Information kept by parishes and the Diocese</p>	<p>Parish Level:</p> <ul style="list-style-type: none"> • A copy of the Working with Children card or check for every person who has face to face contact with children. • A Working with Children register with the following information- Name, position, DOB, WWC number, expiry date of WWC, training undertaken and date. The register must be kept up to date and made available for auditing by the Commission of Children and Young People in your state. • This information will be stored in a secure manner with all official parish documentation in accordance with ACNC record keeping guidelines. Refer to your ACNC Record Keeping check list. <p>Diocesan Level:</p> <ul style="list-style-type: none"> • A copy of the Working with Children Register from every parish will be stored as part of the parish compliance file. • For all clergy a certified copy of Working with Children card or check will be stored in the clergy WWC folder. • The information stored at the Diocese will be kept in a secure method with authorised access by key personnel as per Diocesan procedures.
<p>10. What action will be undertaken upon completion of the Working with Children Check?</p>	<p>Once the check reveals no impediment to ordination, employment, service in an official capacity, volunteering, or teaching, the individual may proceed to work in his/her official capacity.</p> <p>A person who has been convicted or found guilty of a listed serious offence against children is prohibited by law from child-related employment, and will be deemed unsuitable for the position under consideration. The Diocese has no discretion in this matter.</p>
<p>11. What if an individual declines to have the Working with Children Check?</p>	<p>If a candidate for ordination, an applicant for employment, a prospective volunteer or school teacher declines to have a <i>Working with Children Check</i>, the individual concerned is prohibited from engaging in child-related employment and will be deemed unsuitable for ordination, employment, or appointment.</p> <p>In all Australian States and Territories, any clergyman who declines to have a <i>Working with Children Check</i> is in breach of the law and cannot be employed to serve as a bishop, priest or deacon.</p>

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<p>12. Child related work outside nominated states.</p>	<p>Visiting clergy, interstate and international, or other canonical Orthodox jurisdictions, may be allowed to take part in church services for a single period, not exceeding 7 consecutive days, without a WWC check subject to the approval from the Ruling Bishop under the following conditions:</p> <ul style="list-style-type: none"> • The Rector of the church will induct the visitor(s) in the Diocesan policies on Addressing Inappropriate Behaviour and Child-Safe Child-Friendly church environments. A record of this must be kept. • The visitor(s) are not permitted to have one on one contact with children. • The Rector takes full responsibility for the behaviour of the visiting clergy. <p>Any clergy transferred to the Diocese or Parish from another Orthodox jurisdiction must have/obtain the relevant clearance according to the relevant State or Territory before commencing employment in ANZ Diocese of ROCOR.</p> <p>Clergy transferred from one State or Territory to another must ensure they are compliant with WWC Check in the relevant State or Territory.</p>
<p>13. Renewals of Working with Children checks.</p>	<p>All individuals are responsible for renewing their WWC checks prior to the clearance expiring.</p> <p>Any person, including clergy, whose WWC check has expired cannot perform their duties until their WWC check has been renewed and cleared.</p>
<p>14. Relevant Ukases</p>	<p>Ukase №6-16-06 Ukase №1-23-11 Ukase №4-1-13</p>

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Appendix A: Procedures for obtaining the Working with Children Check

State/ Territory	Legal Requirements	Procedure
ACT	<p>The <i>Working with Vulnerable People (Background Checking) Act 2011</i> Act requires people who have contact with vulnerable people, including children, while engaging in regulated activities and services to register with the Office of Regulatory Services (ORS).</p> <p>More information is available at accesscanberra.act.gov.au</p>	<p>In the ACT it is the responsibility of the employee to obtain a Working with Vulnerable People Registration. Employees obtain the check by completing and lodging the form available online at http://www.ors.act.gov.au/resources/attachments/Working_With_Vulnerable_People_Application_For_Registration_-_PDF.pdf</p>
NSW	<p>The Office of the Children’s Guardian is responsible for the <i>Working with Children Check under the Child Protection (Working with Children) Regulation 2013</i>.</p> <p>All clergy and any other role in the organisation involving activities primarily related to children, including youth groups, youth camps, teaching children and child care must apply for a working with children check. Clearance is valid for five years.</p> <p>https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check.</p>	<p>In NSW it is the responsibility of the employee to obtain a Working with Children Check and it is the responsibility of the employer to verify those checks.</p> <ul style="list-style-type: none"> workers and volunteers will apply for their own check once every five years employers will verify a child-related worker's or volunteer's clearance number <p>The application process: Workers and volunteers will have a simple two-step process for getting a new Working with Children Check:</p> <ol style="list-style-type: none"> fill in an online form or call the helpline to have someone fill in a form for you take the application number to a motor registry or government access centre, pay the fee (if applicable) and have your identity confirmed. <p>Additional information available at: https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check</p> <p>The diocese or parish will use their login details to verify the clearance.</p>
NT	<p>As of 1 March 2011 under <i>The Care and Protection of Children Act (CPCA)</i> it is mandatory in the NT for people who have contact or potential contact with children to hold an <i>Ochre Card</i>.</p> <p>In the NT, work in a religious organisation or vocation that usually involves contact with children is “child-related”.</p> <p>More information is available at nt.gov.au</p>	<p>In the NT it is the responsibility of the employee to obtain the Working with Children Clearance, also called an Ochre Card. Employees obtain the check by completing and lodging the form available online at nt.gov.au</p> <p>The employee must provide a passport photograph with the completed form. The form and a copy of photographic ID must be validated by a Qualified Person such as a JP or legal practitioner.</p> <p>The employee is issued with the <i>Ochre Card</i> that certifies suitability for employment. Upon receipt of the <i>Ochre Card</i>, a certified copy should be provided within seven days to the Diocese and the relevant parish.</p>

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		The <i>Ochre Card</i> is valid for two years.
QLD	<p>The Queensland government has introduced new changes to the blue card system that come into effect as of 31 August 2020. These changes will affect applicants, card holders and organisations. The changes include:</p> <ul style="list-style-type: none"> • No Card, No Start law. • New rule for expiring cards. • Requirement to notify of any changes in your police information. • Restricted person and restricted employment. • New frequency test • An expiry date for exemption cards for Queensland police and teachers. <p>More information is available here https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/system/review/summary</p>	<p>In Queensland it is the responsibility of the employee/volunteer to obtain the <i>Working with Children Check</i>. Paid employees and volunteers obtain the check by completing and lodging the relevant forms available online at https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply</p> <p>You should allow at least 28 business days for your application to be processed. It will take longer if the form is not filled in correctly or if any information is found from the blue card check.</p> <p>The employee is issued with the <i>Blue Card</i> that certifies suitability for employment. Upon receipt of the <i>Blue Card</i>, a certified copy should be provided within seven days, for clergy to the Diocese, and for church workers to the relevant parish. The diocese or parish will be able to manage and register the blue card holders online at https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/portal.</p> <p>The <i>Blue Card</i> is valid for three years.</p>
SA	<p>Under the <i>Children's Protection Act (Section 8B)</i> people in SA who work in jobs which require regular contact with children are required to obtain clearance. From 1 July 2019 people working or volunteering with children must have a Working with Children Check. A valid DHS/DCSI child-related employment check from before this date is valid until its expiry. Then you must apply for the new Working with Children Check.</p> <p>More information from https://screening.sa.gov.au/about-checks/legislation/working-with-children-check-guideline</p>	<p>In South Australia the individual applies for their check online. Once logged into the system the individual must confirm their identity using the 100 point system outlined and complete and submit the application. Paper forms are available for those who have no internet access, apply at Service SA. Refer to website for costs and other additional information. https://screening.sa.gov.au/types-of-check/new-working-with-children-checks</p>
TAS	<p>Under the <i>Registration to Work With Vulnerable People Act 2013</i>, in Tasmania one must apply for registration to work with vulnerable people. (<i>Registration to Work With Vulnerable People Regulations 2014</i>.)</p> <p>More information available from https://www.cbos.tas.gov.au/topics/licensin</p>	<p>It is the responsibility of the employee to register to work with vulnerable people. Go to cbos.tas.gov.au and complete the online application form. Payment can be completed online or at Service Tasmania where you go with your application receipt for finalisation/proof of identity. https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people</p>

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	<p>g-and-registration/registrations/work-with-vulnerable-people</p>	<p>It is an employer's obligation to check the status of its workers periodically using the application/card number and last name. at https://wwcforms.justice.tas.gov.au/StatusCheck/StatusCheck.aspx</p>
VIC	<p>Under the Working with Children Act 2005 in Victoria the <i>Working with Children Check</i> is compulsory for people who wish to work with or volunteer with children.</p>	<p>In Victoria it is the responsibility of the employee to obtain the <i>Working with Children Check</i>. Employees obtain the check by completing and lodging the relevant form at a participating Australia Post outlet. The form is available from participating Australia Post outlets or by making an online request at https://submit.justice.vic.gov.au/CA25691800094F30/WWCCAppRequest?OpenForm.</p> <p>The employee must submit identification with the application. A full list of possible IDs can be found online. The employee is issued with the <i>Working with Children Check Card</i> that certifies suitability for employment. Upon receipt of the <i>Working with Children Check Card</i>, a certified copy should be provided within seven days to the Diocese and the relevant parish.</p> <p>The <i>Working with Children Check Card</i> is valid for five years. See website for additional information. https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply</p>
WA	<p>In Western Australia a <i>Working with Children Check</i> is compulsory under the Working with Children (Criminal Record Checking) Act 2004 for people who carry out child-related work in Western Australia.</p> <p>More information is available from www.workingwithchildren.wa.gov.au</p>	<p>In WA it is the responsibility of the employee to obtain the <i>Working with Children Check</i>. Employees obtain the check by completing and lodging the relevant form at a participating Australia Post outlet. The form is available from participating Australia Post outlets; forms <i>are not</i> available online for download.</p> <p>The employee must submit a passport photograph with the application.</p> <p>The employee is issued with the <i>Working with Children Check Card</i> that certifies suitability for employment. Upon receipt of the <i>Working with Children Check Card</i>, a certified copy should be provided within seven days to the Diocese and the relevant parish.</p> <p>The <i>Working with Children Check Card</i> is valid for three years.</p> <p>Please refer to Working with children check website for additional information. https://workingwithchildren.wa.gov.au/about</p>

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Appendix B: Exemptions for working interstate by state

Exemptions for working interstate by state	
ACT	If the person is registered under a similar law in another State or Territory, as long as they do not work or volunteer with vulnerable people for more than 28 days in 12 months.
NSW	Exemptions for a person who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present.
NT	Is exempt from registering if the person is engaged as a voluntary worker to perform child related work for a total not exceeding 14 days within a 12-month period.
QLD	A working with children checks from another state cannot be used in Queensland. You don't need a blue card if you are a paid employee and your work is less than: <ul style="list-style-type: none"> • 8 consecutive days • once a week, each week, over 4 weeks • once a fortnight, each fortnight, over 8 weeks or <ul style="list-style-type: none"> • once a month, each month, over 6 months. This does not apply if you are a volunteer.
SA	If a person resides outside SA and holds an equivalent check from their home state do not need a SA Working with Children Check as long as their work does not exceed 10 consecutive days in a calendar year. (There is an exemption for those who don't have any check from interstate of 7 days.)
TAS	If a person resides outside Tasmania and hold equivalent interstate registration they are permitted to undertake similar work in Tasmania for 28 days per calendar year.
VIC	If a person resides outside Victoria and holds an equivalent check in their home state, child related work is permitted to them without a VIC check for a maximum of 30 days per calendar year.
WA	The 'five-day threshold and defence' allows for individuals to work five days of the year in child related roles without a WA clearance. Exclusions apply, see online for more details.

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ANZ Diocese of ROCOR 20 Chelmsford Ave, Croydon NSW 2132	Policy Number: POL009	Version: Draft 4.00
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Document History

Issue	Date	Name	Action
Draft 1	4.3.2010	Fr James Carles	Work in progress
Draft 2 to 4	23/03/2011	Fr James & Vera	Creation of original document
Version 1	25/3/2011	Diocesan Council	Approval of original document
Version 1	8/6/2012	Vera	Cosmetic changes for inclusion into Administration Handbook
Version 1 draft 4	18/3/13	Revised by Vera and Dima Roudenko for the Governance Committee	<p>Major review to reflect new procedures.</p> <ul style="list-style-type: none"> • Change in legislation in NSW and ACT • Inclusion of church worker definition (point 4) • Addition of international and transferring clergy (point 6) • Changes in who will be conducting the screening. (point 9) <ul style="list-style-type: none"> ▪ Diocese for all clergy and ▪ Parish for all other persons ▪ Reporting for compliance to the Diocese ▪ Parish Auditing Committee will report on compliance and ▪ Diocese will undertake spot checks at parishes. • Privacy protection (point 10) • What information is kept on file, where and how it is kept (point 11)
Version 2.0	27/3/2013	Diocesan Council	Approval of Version 2.0 Approval by DC Policy and Procedure Working With Children V2.0.docx
Version 2.0	14/3/13	Metropolitan Hilarion	Ukase 4-1-13
Draft 3.00		Revised by Natalie Lapardin and Vera Wheat	<ul style="list-style-type: none"> • Referencing Ukase No: 6-16-06 dated 15th June 2006 and Ukase No: 1-23-11 dated 25th January 2011 • Review of wording • Legislation and procedure updates for Tasmania and South Australia • Defining what and how information is kept • Addition of point 13 • Addition of Appendix B as: 'Exemptions for working interstate by state.' • Addition of point 14 • Removal of clause 7
Version 3.00	7/11/19	Final	Approval by Diocesan Council
Version 4.00	14/8/2020	Fr Alex Kotlaroff	New QLD legislation to blue card system. Refer to QLD

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