



CITY OF



WHITEHORSE

WORKING WITH CHILDREN

On 1 August 2017, a number of important amendments to the *Working with Children Check Act 2005 (the Act)* came into effect. This fact sheet will help you understand your responsibilities in regards to upholding child safety at your event.

What is the Working with Children Check program?

The Working with Children (WWC) Check program assists in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them are subject to a screening process.

Depending on the nature of your event and the activities included there may be staff, suppliers, volunteers or performers that require a WWC Check. Under the *Working with Children Act 2005* only people who are doing child-related work and who are not exempt need a WWC Check. This applies to both paid and volunteer workers. Amusement ride operators, face painters, children's performers and workshop leaders are examples of roles that require a WWC Check.

According to the Act, organisations need to ensure that people in roles that have direct contact with children hold a WWC Check. It is the event organisers' responsibility to ensure compliance at their events. Where WWC Checks are required, event organisers should request a copy of the WWC Check in advance of the event and check their card on the day.

Full information on the Working with Children Check program can be found here: www.workingwithchildren.vic.gov.au/utility/home/

Who needs a check?

Not all staff, suppliers, volunteers or performers will require a WWC Check, especially if their contact with children is incidental. The full list of occupations requiring a WWC Check can be found here: www.workingwithchildren.vic.gov.au

If you are still unsure, you can complete the 'Who needs a Check?' quiz at: www.workingwithchildren.vic.gov.au

It is free to obtain a volunteer WWC Check, so it may be worth applying for one.

Lost Children

If you are expecting a proportion of attendees at your event to be children, it is advisable to set up a designated lost children point and have a process in place for managing lost children, found children and how you manage reuniting children with their parents or carer. This process will also apply to vulnerable adults. Lost children should be managed by a member of the event team with a WWC Check.

Top Tip

When a child/vulnerable person is found to be separated from their parent or carer they should remain in the location that they have been found, under the supervision of a member of the event team for 5-10 minutes. Most reunions happen when the parent or carer returns to the place they last saw the child/vulnerable person.



Questions? Please contact the
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