

**Review Date:** April 2020 **New policy**  
**Date Developed:** April 2016  
**Principal Responsibility:** Orthopaedic Outreach Board  
**Validated:** 16/9/2017 Board Meeting

Approved by:	Title: Chair Orthopaedic Outreach Committee	Name: Prof Graham Gumley	Signature/date
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### **OUTCOME:**

In line with the Australian Council for International Development (ACFID) and Department of Foreign Affairs & Trade (DFAT) requirements to protect children all members of Orthopaedic Outreach funded teams that have the potential to interface with children whilst undertaking international projects will have a current *Working with Children* check. The Working with Children Check is just one part of creating and maintaining a child-safe environment.

### **DEFINITION:**

- **Working with Children** - In 2012, all Australian states and territories with responsibility for a Working with Children Check (Check) program adopted a consistent approach towards people doing child-related work within Australia. The national policy has been implemented in conjunction with the laws and programs of each state and territory.
- **ACFID Requirements** - Signatory organisations are committed to the safety and best interests of all children accessing their services and programs or involved in campaigns, voluntary support, fundraising, work experience or employment and, in particular, to minimising the risk of abuse.
- **DFAT Requirement** - It is a shared and collective responsibility of all adults to prevent child exploitation and abuse. DFAT has adopted their policy in recognition of its responsibilities as the Australian Government's overseas aid agency, and is committed to working with its partners to prevent and respond to child exploitation and abuse.

### **POLICY**

- Orthopaedic Outreach will adhere to the relevant child protection related policies, procedures and guidelines as promulgated by DFAT and ACFID
- Orthopaedic Outreach members and others in project teams in roles that have direct or unsupervised contact with children will be required to have a Working with Children Check
- All requests for funding for projects submitted to Orthopaedic Outreach will not be processed unless the Working with Children Check Status is stated for all team members
- The Outreach Coordinator will keep a record of the Working with Children Check current status of all project team members
- All project team members or potential team members will be provided with a copy of this policy and the relevant documents from DFAT & ACFID
- The onus and costs for undertaking a Working with Children Check is on the team member

**STRATEGIES:**

1. Child Related Work
2. Working with Children Check
3. Requests for Funding
4. Record Keeping
5. Complaints Handling

**1. Child Related Work**

- Under Commonwealth law an Australian citizen or resident can be prosecuted for an offence committed against a child in another country under laws that have an extra-territorial application.
- Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.

**2. Working with Children Check**

- In Australia children are defined as anyone under the age of 18. Child-related work involves contact with a child that is unsupervised, direct and a part of the person's duties.
- By law, you cannot apply for a WWC Check if you:
  - have previously been given a Negative Notice unless: you have subsequently passed the WWC Check or
  - there is a relevant change in your circumstances in the past 5 years.Or are subject to orders or reporting obligations under the:
  - Sex Offenders Registration Act 2004
  - Serious Sex Offenders Monitoring Act 2005
  - Serious Sex Offenders (Detention and Supervision) Act 2009.
- It is the responsibility of the project team members to undertake the requirements including payment for a Working with Children Check

**3. Requests for Funding**

- Request for Orthopaedic Outreach to fund specific projects will require the Team Leader to provide a written declaration that all team members have undergone a Working with Children Check and have not been issued with a Negative Notice

**4. Record Keeping**

- The Outreach Coordinator will maintain a register of all Working with Children Checks as submitted by Project Team members and Leaders
- The responsibility of ensuring the Working with Children Check is current lies with the individual

**5. Complaints**

- The Outreach Coordinator will be the contact person for all complaints in relation to Working with Children matters
- All complaints/notifications will be handled in accordance with the Orthopaedic Outreach Complaints Handling Policy and/or the legal reporting frameworks as is current at the time the complaint is received

## **SEE ALSO**

### **Information on other state and territory checks**

Victoria [www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/)

South Australia [www.families.sa.gov.au/pages/protectingchildren/CSEHome](http://www.families.sa.gov.au/pages/protectingchildren/CSEHome)

Queensland [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)

Northern Territory [www.workingwithchildren.nt.gov.au](http://www.workingwithchildren.nt.gov.au)

ACT [www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp)

Tasmania [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

New South Wales [www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check](http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check)

ACFID Information can be found here: <https://acfid.asn.au/content/b34-protection-children>

## **ATTACHMENTS**

1. Child Protection Policy for the Australian Government's aid program - Originally released January 2013 and reprinted June 2014

## **PERFORMANCE INDICATOR/S**

% of Working with Children Checks undertaken prior to requests for project funding applications

