WORKING WITH CHILDREN PROCEDURES 2014

Issued by: Acting Director, Human Resources

Date: 3 March 2014

Name: Mr John Dixon

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1 Purpose and application

(1) These procedures are to give effect to the Working with Children Policy 2014 ("the **policy**").

(2) These procedures apply to all staff, students and affiliates.

2 Commencement

These procedures commence on 12 March 2014.

3 Interpretation

Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

4 Appointing staff in child-related work

(1) The relevant hiring manager, in consultation with Human Resources, will determine if a position involves child-related work.

(2) If a position is child-related work, it will be identified as such in position descriptions and in recruitment and appointment forms.

(3) All advertisements for positions which are child-related work will include the requirement for the successful applicant to apply for and obtain a working with children check.

(4) For continuing and fixed term positions involving child-related work, the HRSC will issue offers of employment which are conditional upon obtaining a working with children check clearance.

(5) For casual positions involving child-related work, the faculty, school or administrative unit will issue offers of employment which are conditional upon obtaining a working with children check clearance.

(6) The HR Service Centre will verify the working with children check status of any individual who is:

(a) to be employed in a position which is child-related work before entering that person on the payroll system; or

(b) required to have a working with children check before commencing their research.

(7) An individual may only commence in a position which is child-related work if they hold a working with children check clearance or their working with children check application is in progress, in accordance with the Regulation.

Note: Refer to the staff intranet for more information on working with children checks.

5 Placing students in child-related work

(1) All commencing students enrolled in award courses which have placements involving child-related work will:

(a) receive an annual memorandum on the working with children check requirements issued by the Registrar through the relevant faculty;

(b) have their working with children check verified by the responsible officer in the relevant faculty or school before commencing in a placement involving child-related work.

(2) Research students engaged in research which constitutes child-related work will:

(a) be advised of the requirements for the working with children check by their co-ordinating supervisor;

(b) have their working with children check verified by the co-ordinating supervisor before commencing in research activities involving child-related work.

(3) Where students are being phased in to the working with children check, as an interim risk management measure, they may be required to submit a working with children statutory declaration to the relevant faculty, school or co-ordinating supervisor. Refer to clause 9 (5) in the Working with Children Policy.

Note: Refer to the staff intranet for information on verifying working with children checks.

6 Engaging affiliates in child-related work

(1) The relevant delegated officer with authority to approve the engagement of an affiliate will determine if the position is child-related work.

(2) A position which is child-related work must be identified as such on the relevant engagement documentation.

(3) Working with children checks will be verified by the HR Service Centre, or the relevant faculty, school or administrative unit as appropriate before an affiliate commences in their appointment.

(4) Where affiliates are being phased in to the working with children check, as an interim risk management measure, they may be required to submit a working with

children statutory declaration to the relevant delegated officer. Refer to clause 9 (5) in the Working with Children Policy.

Note: Refer to the staff intranet for information on verifying working with children checks.

7 Applying for a working with children check

(1) In accordance with the procedures of the Children's Guardian, staff, students and affiliates engaged in child-related work must:

(a) apply for their own working with children check;

(b) apply for a new working with children check prior to the check's five year expiry date.

(c) inform the relevant delegate of their working with children check number.

(2) In accordance with the procedures of the Children's Guardian, staff are responsible for meeting the cost of their working with children check.

Note: See the online application form at http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check .

8 Recordkeeping

(1) The HR Service Centre will maintain records of the working with children checks of staff members.

(2) The relevant faculty or school will maintain records of the working with children checks and statutory declarations of:

(a) students in professional placements; and

(b) research students.

(3) The HR Service Centre or the relevant faculty, school or administrative unit will maintain records of the statutory declarations and working with children checks of the affiliates they administer.

Note: See also the University Recordkeeping Policy and Recordkeeping Manual.

NOTES

Working with Children Procedures 2014

Date adopted: 3 March 2014

Date registered: 10 March 2014

Date commenced: 12 March 2014

Administrator: Director, Human Resources

Review date: 3 March 2019

Related documents:

Child Protection (Working with Children) Act 2012

Child Protection (Working with Children) Regulation 2013

University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

Casual Employment Policy

Code of Conduct – Staff and Affiliates

Code of Conduct – Students

Honorary Titles Policy

Recruitment and Selection Policy

Research Code of Conduct 2013

Supervision of Higher Degree by Research Students Policy 2013

Working with Children Policy 2014

Office of the Children's Guardian website

AMENDMENT HISTORY

Provision	Amendment	Commencing
7 Note	Amended hyperlink to the online application form.	28 October 2014
Related documents	Amended hyperlink to "Office of the Children's Guardian website"	28 October 2014