**MILC**

**Working with Children Check Policy**

The ‘Working with Children Check’ (WWCC) is a minimum checking standard set by

the Worker Screening Act 2020 for those who work with children, either on a paid

or voluntary basis.

MILC requires staff and contractors to provide a valid WWCC in accordance with legislation.

MILC management will maintain procedures to ensure staff members and contractors hold a valid WWCC card at the commencement of the calendar year or before employment at the school.

A photocopy of the staff member’s WWCC will be kept on file at the school office.

It is the responsibility of the staff member or contractor to:

* + Provide MILC management with the successful WWCC card prior to commencement;
	+ Notify MILC management if there has been a relevant change in circumstances eg if they have been charged or found guilty of a new relevant offence or if their WWCC has been suspended.
	+ Apply for a new WWCC before the card expires.

If a staff member cardholder receives an Interim Negative Notice, they must provide reasons in response. Failure to do so will result in dismissal. A Negative Notice will result in dismissal.

Applying for a WWCC:

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply#Complete_online_application>

For more information about the WWCC application process see:

<https://www.workingwithchildren.vic.gov.au/en-x-simple/easy-english>

For more information about the Worker Screening Act 2020, see:

<https://www.legislation.vic.gov.au/as-made/acts/worker-screening-act-2020>