1 Objective .................................................................................................................... 2
2 Scope ......................................................................................................................... 2
3 Procedure .................................................................................................................. 2
  3.1 How to Apply for a Working with Children Registration ......................................... 2
  3.2 Who Meets the Cost of Applying for Registration .................................................. 2
  3.3 Proof of Registration .............................................................................................. 3
  3.4 Renewal of Registration ......................................................................................... 3
  3.5 What if an Application is Rejected? ....................................................................... 3
  3.6 Changes to Background or Criminal History ......................................................... 4
4 Further Information ..................................................................................................... 4
5 Definitions and Acronyms .......................................................................................... 4
6 Supporting Documentation ......................................................................................... 5
7 Versioning .................................................................................................................. 5
Working with Children Procedure

1 Objective

The University of Tasmania (the University) is committed to ensuring the safety and wellbeing of children who may be involved in University activities.

The objective of this procedure is to provide advice to Colleges, Academic Units and staff in meeting the requirements of the University’s Working With Children Policy, the Registration to Work with Vulnerable People Act 2013 (Tas) and the Child Protection (Working with Children) Act 2012 (NSW) (the Acts) and associated Regulations.

2 Scope

This procedure applies to the following University Members at all times while engaged in University business, including all research activity, or otherwise representing the University:

- All members of University staff
- Members of the University Council and University Committees
- Visiting and adjunct academics or other academic or research collaborators
- Volunteers, and
- Students.

This procedure does not cover situations where a University member brings a child under their care into a University facility. These situations are covered by the Children on Campus Guideline.

This procedure contains information relevant to University members engaged in University business in Tasmania and/or New South Wales. University members undertaking any University business with persons under the age of 18 in any other Australian state must ensure they comply with the relevant legislation of that jurisdiction.

3 Procedure

3.1 How to Apply for a Working with Children Registration

University members must apply for their own Working with Children Registration in the relevant state. In Tasmania this is through the Department of Justice (www.justice.tas.gov.au/working_with_children/application) and in NSW this is through the Office of the Children’s Guardian (www.kidsguardian.nsw.gov.au).

3.2 Who Meets the Cost of Applying for Registration

The University will meet the cost of Working with Children Registration applications for all employees, Committee members, and adjunct and visiting academics who are required to possess a registration as part of their work with the University. This payment is to be managed by the relevant organisational unit.
It will be at the discretion of individual organisational units and other work areas to determine if the University will meet the costs of *Working with Children Registration* applications for students and volunteers in their area.

### 3.3 Proof of Registration

University members who are required to possess a *Working with Children Registration* must present proof of the registration to their relevant supervisor or organisational unit member prior to engaging in any activity that requires the registration. The organisational unit member is then required to verify the registration with the relevant government department. In Tasmania this can be completed on the Department of Justice website (https://wwcforms.justice.tas.gov.au/RegistrationSearch.aspx). In NSW this can be completed on the Office of the Children’s Guardian website (http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply).

Organisational units should keep a record of registration verification and registration renewal dates.

### 3.4 Renewal of Registration

Registrations are required to be renewed every three years. University members must provide proof of a renewed registration to their relevant supervisor or organisational unit member. The supervisor or organisational unit member is then required to verify the renewed registration. Organisational units should keep a record of registration verification and registration renewal dates.

In the circumstance where a University members’ registration lapses, they must not undertake any activity that involves contact with children until their registration is renewed and verified.

### 3.5 What if an Application is Rejected?

#### 3.5.1 Employees, Committee members, adjunct and visiting academics and volunteers

Employees, Committee members, adjunct and visiting academics and volunteers whose application for a *Working with Children Registration* is rejected must immediately notify their supervisor and must not undertake any work involving children.

The supervisor will discuss the matter with their Head of Budget Centre and Human Resources to determine what implications, if any, there may be for the employee or volunteer.

#### 3.5.2 Students

Students whose application for a *Working with Children Registration* is rejected must immediately inform the relevant College/Academic Unit and must not undertake any
work involving children. The College/Academic Unit will discuss with the student potential alternative options for meeting course requirements.

3.6 Changes to Background or Criminal History

University members who possess a Working with Children Registration must notify the Department of Justice if there is a change to their background or criminal history that may affect their ability to possess the registration.

If this change results in the registration being revoked, the person must notify their relevant organisational unit or Head of Academic Unit immediately. This will be managed by the University in accordance with section 3.5 of this procedure.

4 Further Information

Further information on Working with Children Registrations can be obtained from the relevant government departments. In Tasmania this is the Department of Justice (http://www.justice.tas.gov.au/working_with_children) and in NSW this is the Office of the Children’s Guardian (www.kidsguardian.nsw.gov.au).

5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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<tr>
<td>Children</td>
<td>Persons who have not reached the age of 18 years.</td>
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<tr>
<td>College</td>
<td>Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College</td>
</tr>
<tr>
<td>Contact</td>
<td>As defined by the Registration to work with Vulnerable People Act 2013 (Tas), s6.</td>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
</tr>
<tr>
<td>University Member</td>
<td>Includes: • All members of University staff • Members of University Council and University committees • Visiting and adjunct academics or other academic or research collaborators • Volunteers and • Students</td>
</tr>
</tbody>
</table>
6 Supporting Documentation

- Registration to Work with Vulnerable People Act 2013 (Tas)
- Child Protection (Working with Children) Act 2012 (NSW)
- Registration to Work with Vulnerable People Regulations 2013 (Tas)
- Child Protection (Working with Children) Regulations 2013 (NSW)
- Working With Children Policy
- Children on Campus Guideline
- Records Management Policy and Guidelines

7 Versioning

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<tr>
<td>Current Version</td>
<td>Version 2 – Working with Children Procedure; approved August 2016, amended in December 2017 to incorporate the final academic structure.</td>
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