

The hiring manager is to utilise the criteria below to assess and determine if a Working with Children (WWC) Check is required as part of the University's Working with Children Policy.

### 1\*. Criteria for hiring manager to use to assess and determine if a WWC is required:

If you **answer yes to any of the questions below**, the person being engaged will need to obtain a WWC prior to commencing with the University.

A. Is the person engaging, or intending to engage in child-related work as an employee, contractor, research partner or volunteer of the University?	Yes / No
B. Is the person an adult working with under 18-year-olds while at the University?	Yes / No
C. Is the person working in any of the following areas/activities: <ul style="list-style-type: none"><li>• LTU Children's Centre</li><li>• Secondary school activities i.e Ivanhoe Grammar, early entry programs to the University, high school visits to LTU</li></ul>	Yes / No
D. Does the work with or for the University involve any direct contact with children (under 18 years)? <i>Direct contact means physical, face-to-face, written, oral or electronic contact i.e postal, emails, phone calls, SMS.</i>	Yes / No
E. Is contact with children (under 18 years) part of the person's university duties and not incidental to their work?	Yes / No
F. Is an external participant in a university teaching activity where they will have extended contact with students under 18 years of age?	Yes/No

## Schedule A – Working with Children (WWC) Applicability

As of 15 June 2023

Must hold a WWC		Hiring Manager to Assess against WWC criteria (*1 on above page)		Exempt from WWC	
Mandatory to hold a WWC	<ol style="list-style-type: none"> <li>Continuing and fixed term staff (including clinical staff)</li> <li>International recruits into continuing and fixed term positions</li> <li>Casual employees</li> <li>Contractors and agency staff who have access to LTU systems including email (CONAGOTHS)</li> <li>Honorary, Emeritus and Visiting Staff who regularly attend campuses*</li> <li>Students undertaking child related placements, practicum, WIL or where it is a requirement of the host organisation</li> <li>Students undertaking research involving children</li> <li>Third Party Teaching Partners – Domestic UG delivery</li> <li>On Campus food, beverage, and retail traders</li> </ol>	Assess if a WWC is required*	<ol style="list-style-type: none"> <li>Honorary, Emeritus and Visiting Staff who do not regularly attend campuses*</li> <li>Research partners</li> <li>Volunteers</li> <li>Contractors/Sub-Contractors with no LTU system access, that is unless they are working in child-related work which would then require them to hold a WWC.</li> <li>Licensees</li> </ol> <p><i>* Regularly attend campus is defined as more than 35 hours a month.</i></p>	Exempt	<ol style="list-style-type: none"> <li>Visitors</li> <li>Children (under 18)</li> <li>Registered with the Victorian Institute of Teaching (VIT)</li> <li>Third Party Teaching Partners Domestic PG delivery only</li> <li>Offshore Third-Party Teaching, Agency or Contractors</li> <li>A visitor from another Australian state or territory doing child related work in Victoria (for a period of up to 30 days within one calendar year)</li> <li>Victorian or Federal Police Officer</li> <li>Graduate researchers approved for external candidature outside Australia and whose child-related research will be conducted outside Australia.</li> </ol>
	<p>Exemptions are generally not available for this category but can be approved by the specified positions listed in clause 13 of the Working with Children Policy.</p> <p>A WWC should be in place before the engagement commences with LTU, however:</p> <ul style="list-style-type: none"> <li>Casuals and CONAGOTHS may be engaged while their WWC application process is underway, as long as they are not engaged in child-related work. They have 30 days to provide their positive WWC to HR.</li> <li>Continuing and Fixed Term staff are permitted to be engaged based on their WWC receipt issued from their application. If the application is rejected, then their engagement may be terminated.</li> </ul> <p>In the case of Third-Party Teaching Partner's, the PVC Educational Partnerships is responsible for ensuring the relevant Teaching Partner is compliant with the University's WWC requirement.</p>		<p>The Hiring Manager/Head of Business Unit is responsible for using the criteria to determine if a WWC is required.</p> <p>If a contractor has access to LTU systems they must hold a WWC, unless exempted. The WWC information should be collected and stored as part of the onboarding process by the Hiring Manager and kept with the contractor's agreement documentation.</p> <p>In the case of Third-Party Teaching Partners, the PVC Educational Partnerships is responsible for using the criteria to determine if a WWC is required.</p>		<p>The above categories are <a href="#">listed as exempt</a> under the Workers Screening Act 2020 (Vic).</p> <p>Please note these exemptions don't apply if a person has previously failed the Check and been given a WWC Exclusion.</p>