

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"> • LTU Children’s Centre • Secondary school activities i.e Ivanhoe Grammar, early entry programs to the University, high school visits to LTU 	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 persons 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"> Continuing and fixed term staff (including clinical staff) International recruits into continuing and fixed term positions Casual employees Contractors and agency staff who have access to LTU systems including email (CONAGOTHS) Honorary, Emeritus and Visiting Staff who regularly attend campuses* Students undertaking child related placements, practicum, WIL or where it is a requirement of the host organisation Students undertaking research involving children Third Party Teaching Partners – Domestic UG delivery On Campus food, beverage, and retail traders 	Assess if a WWC is required*	<ol style="list-style-type: none"> Honorary, Emeritus and Visiting Staff who do not regularly attend campuses* Research partners Volunteers 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. Licensees <p><i>* Regularly attend campus is defined as more than 35 hours a month.</i></p>	Exempt	<ol style="list-style-type: none"> Visitors Children (under 18) Registered with the Victorian Institute of Teaching (VIT) Third Party Teaching Partners Domestic PG delivery only Offshore Third-Party Teaching, Agency or Contractors 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) Victorian or Federal Police Officer Graduate researchers approved for external candidature outside Australia and whose child-related research will be conducted outside Australia.
Exemptions	<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"> 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. 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. <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>	Assess against criteria	<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 listed as exempt 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>

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