

Council Policy

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| Title | Working with Children Clearance Policy | | P35 |
| Type | Council Policy | | |
| Document Owner | Human Resources Manager | | |
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PURPOSE

As an employer, the Central Desert Regional Council has a responsibility to take reasonable steps to ensure employees/contractors and recommended applicants are suitable for child-related employment.

SCOPE

This policy applies to people working or seeking to work in child-related employment with Council.

DEFINITION AND TERMS

The working with children check (Ochre card) is a screening mechanism to reduce the likelihood that unsuitable people will be employed or engaged in child-related employment.

Child – a person less than 18 years of age or a person apparently less than 18 years of age if the person's age cannot be proved.

Employee – Includes all paid employees, contractors, sub-contractors, consultants and volunteers.

Ochre card – NT Working with Children Clearance.

LEGISLATION AND REFERENCE

- *Care and Protection of Children Act 2007*
- Code of Conduct - Employees

POLICY STATEMENT

- It is mandatory for any person working in, or seeking to work in child-related employment, to obtain an Ochre card.
- The following operations will require staff to obtain and maintain an Ochre Card. This applies to all employees over 15 years of age;
 - Employees working in child-related employment.
 - This includes areas such as Children's Services or Youth and Community Services.

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- Employees working in or around any of the following facilities or activities; gym or play facilities, entertainment or party service or photographic services.
 - This includes areas such as Municipal Services, Communications, Community Safety, and any other area where an activity involving children may be organised.
 - Employees working with a student for the practical training or an educational or vocational course
 - This includes staff supervising or working with junior employees under the age of 18, for example with trainees or apprentices.
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- Directors, Managers and relevant Coordinators have a responsibility to ensure that employees in their areas of responsibility are compliant with this policy.
 - Prospective employees must obtain at their own expense an Ochre card as and when required by legislation in the Northern Territory or by Council;
 - Employees shall not be allowed to start work with Council until they have provided either a copy of a current Ochre card or a valid application receipt for an Ochre card.
 - Council will pay for renewal of Ochre cards for existing employees who require a card for their current role.
 - Employees in roles which require an Ochre card, must provide evidence of the Ochre card to Council on request.
 - Employees must notify Council immediately of any circumstance that may cause any change in their suitability or continued suitability to hold a valid Ochre card.
 - If an employee whose position requires an Ochre card is refused an Ochre card by the relevant authority, and no other suitable employment is available then their employment may be terminated.

REVIEW HISTORY

| Date | Details |
|------------------|-----------------------------------|
| | Revised |
| 6/4/13 | Adopted 244/2013 |
| 28 November 2019 | Reviewed and adopted (OC132/2019) |