
Working with Children Check Adverse Notice

Related Documents

Executive Policy - Working with Children Checks – New CFA Engagements

Scope

This Procedure applies where an adverse notice is issued in relation to the status of a current member's Working with Children Check (WWCC)

Definitions

Adverse Notice

Means an interim negative notice, negative notice, suspension notice or revocation notice issued by the Department of Justice and Community Safety regarding a WWCC.

Objective

The intent of this procedure is to outline what happens when a current member receives and adverse notice.

Procedure

1 Receipt of a WWCC Adverse Notice

1.1 An Adverse Notice may be received by CFA through:

- Notification in writing from the Department of Justice and Community Safety directly to CFA HQ
- Notification in writing from the Department of Justice and Community Safety to a District or Brigade address
- Notification by way of automated alert via the CFA WWCC Management System.

1.2 Any person at CFA who receives correspondence about the status of a WWCC must provide the documentation or information to the Complaints team on the same business day as it is received.

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2 Assessment of the Adverse Notice

- 2.1** When a CFA employee or volunteer is issued with an adverse notice, CFA will work through a process with that person, which will include consideration of:
- 2.1.1** The CFA functions and duties performed by the person
 - 2.1.2** CFA's legislative obligations relating to the safety and protection of children; and
 - 2.1.3** The feasibility and/or appropriateness of redeployment or restriction of duties of that person to ensure that the individual is not engaged in child-related work within the meaning of the WwC Act

2.2 This means

- 2.2.1** Where an employee or volunteer is legally required to hold a Working with Children Check (WwCC) under the WwC Act, CFA will endeavour to redeploy the person to an alternative position where the employee or volunteer will not have interaction with children in the course of their duties with CFA. Where redeployment is not possible or is not agreed between the person and CFA, CFA may need to terminate the employee's/volunteer's engagement with the organisation.
- 2.2.2** Where an employee or volunteer is not legally required to hold a WwCC under the WwC Act, CFA will consider the reasons and rationale for non-compliance and the potential for the person to have contact with children in the execution of their CFA duties. CFA will then assess whether any modifications to the person's duties are required to enable the person to continue their CFA engagement without a WwCC, while maintaining CFA's obligations as a child-safe organisation. If a person unreasonably fails to agree to any of these modifications, they may be subject to disciplinary action, up to and including termination of their engagement with CFA.

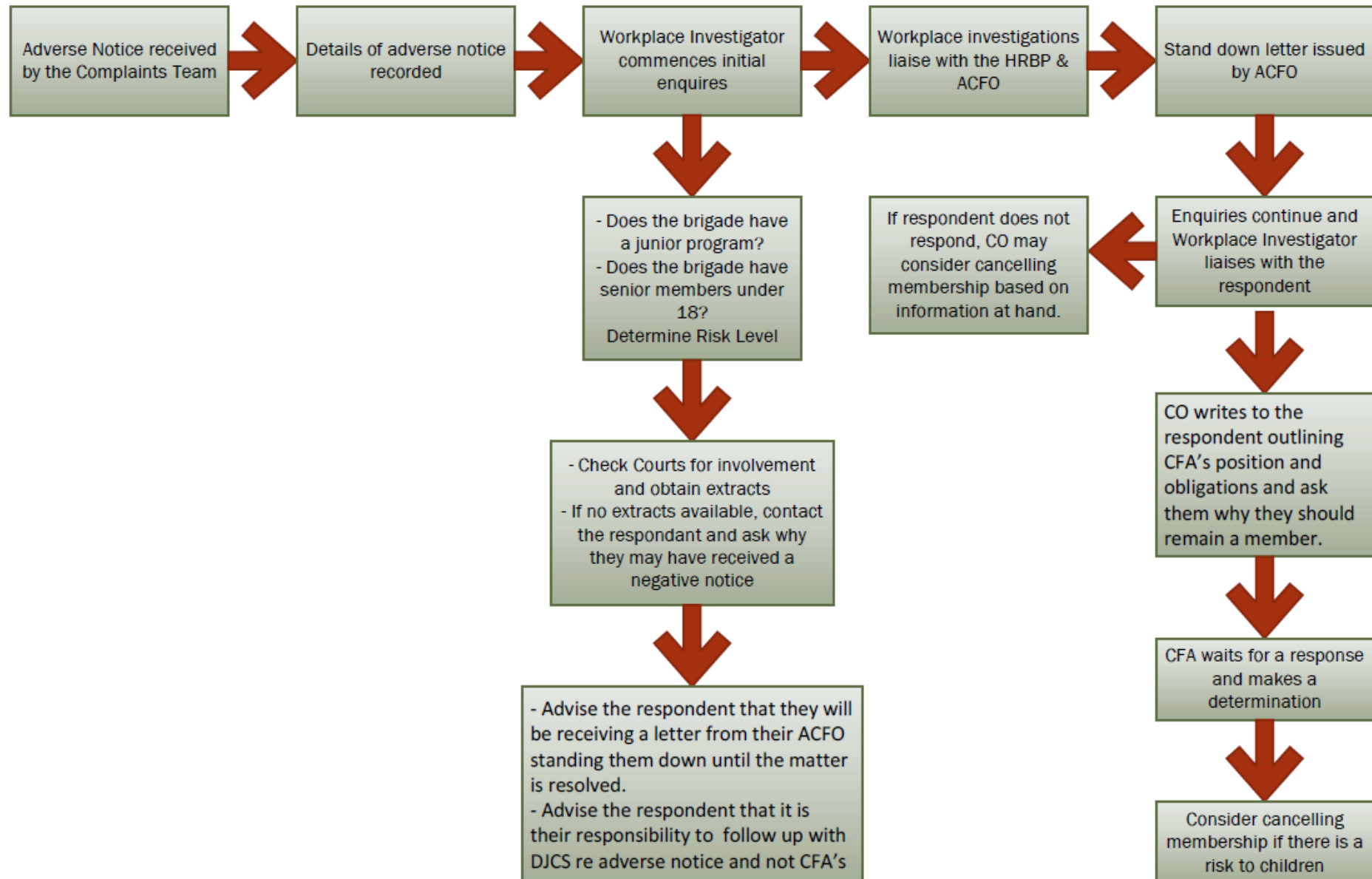
3 Standard Process – Adverse Notice received - Volunteer

- 3.1** To below diagram outlines the high level process that occurs when an adverse notice is received.

Procedure



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Procedure



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Document Manager

Directorate: People Culture & Safety

Department: Child Safety

ORIGINAL APPROVALS				
	NAME	POSITION	SIGNED	DATE
ORIGINATOR				
APPROVED				

Revisions

Rev	Date	Description	By	Approved

DRAFT