

Policy Title:	Working with Children Certification
Policy Number:	HRP005
Category:	Policy and Procedures
Classification:	Human Resource
Status:	Approved 12th August 2014

Purpose

- To clearly define the responsibilities of Kalano Community Association staff members with regards to the NT Care and Protection of Children Act, specifically the Ochre Card;
- Provide the detail required to successfully meet conditions of Standard Funding Agreements with our funding agencies (Northern Territory and Australian Governments); and
- To fulfil the requirement under the AS/NZS ISO 9001:2008

Scope

This policy applies to all KCA employees, contractors, volunteers and council/board members.

The Working with Children Clearance offers certification to engage in 'child-related' work for a period of two years (unless revoked).

Policy

Kalano Community Association is committed to keeping children safe and will take every step to ensure that all staff and council members comply with current NT legislation.

It is mandatory for people who have contact or potential contact with children in particular areas of employment to hold a valid Ochre Card. As Kalano Association provides service to all Kalano community areas it has been deemed necessary to ensure all employees hold a valid Ochre Card.

It is an offence under Northern Territory law to undertake 'child-related work' if you do not hold a valid Ochre Card (Working with Children Clearance Certificate). All employees of KCA must have a valid NT Ochre Card.

Police Criminal History Check is not an alternative to a Working with Children Clearance:

- A Police Criminal History Check examines a person’s criminal history at a fixed point in time;
- A Police Criminal History Check is not a substitute for a Working with Children Clearance and all employees are required to hold a valid Working with Children Clearance even if you have had a police check.

Procedures

Recruitment

Recruitment advertisements will advise potential applicants that a *Working with Children Clearance* certification will be required for an applicant to be considered for appointment.

Notification of Refusal or Cancellation of a Working with Children Clearance

Staff members are required to notify the CEO where a Clearance Notice is refused or cancelled. Upon cancellation of *Working with Children Clearance* certification, employment with Kalano Community Association will be terminated.

Notification of *Working with Children Clearance* certification and date of expiry will be recorded in the Quality Management System (Licencing Register) and in accordance with the Confidentiality and Privacy Policy.

Cost of Ochre Card

It is the responsibility of the individual employee to bear the cost of a valid Working with Children Clearance Certificate (Ochre Card).

It will be the responsibility of Kalano Community Association to financially assist new elected council/board members to obtain a valid Working with Children Clearance Certificate (Ochre Card) in the first instance, thereafter it becomes the individual responsibility.

Relevant Documents

<i>Related Policies</i>	<ul style="list-style-type: none">• <i>HRP003 – Employee and contractor Code of Conduct</i>• <i>HRP004 – Confidentiality and Privacy</i>
<i>Related Publications</i>	<ul style="list-style-type: none">• <i>NT Care and Protection of Children Act 2014</i>• <i>Privacy Act 1988</i>