

**THE UNIVERSITY OF MELBOURNE
FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

Policy and Procedures for Working with Children Checks
(Updated 23/01/09)

OBJECTIVES

This Policy details how Schools in the Faculty of Medicine, Dentistry and Health Sciences manage the need for students undertaking clinical placements as a component of their course requirements to have a Working with Children (WWC) Check.

BACKGROUND

In Victoria the law now requires people who engage or intend to engage in child-related work, either paid or voluntary, to go through a vetting process (a WWC check). If applicants meet the mandatory minimum checking standard then they are issued with an assessment notice which enables them to take part in child-related work. The WWC check is valid for 5 years. Details on the WWC check are available online at: <http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/>

While the WWC check is being phased in over a five year period a number of the hospitals and agencies that take students on clinical placements already require students undertaking placements, and University of Melbourne staff who supervise placements, to have a WWC check. The Faculty of Medicine, Dentistry and Health Sciences endorses moves to ensure the safety of children and has as a matter of policy determined that all students undertaking undergraduate and postgraduate courses that have a compulsory clinical placement must have a WWC check.

POLICY

All students undertaking undergraduate and postgraduate courses that have a compulsory clinical placement must have a WWC check.¹ WWC checks are valid for 5 years. If a student is undertaking a course over 5 years duration then they must obtain a new WWC check before the end of their 5th year of study.

The WWC check policy was phased in during 2008. Please refer to the table in Attachment C which sets out the 2009 timetable for implementation.

PROCEDURE

1. Students who are undertaking clinical placements do not receive any payment and so are considered to be “volunteers” for the purposes of the WWC check. No fee is charged for volunteers to obtain a WWC check. WWC checks from other States in Australia, or from overseas, are not valid in Victoria so all students must apply directly to the Victorian Department of Justice for a WWC check. Information on how to apply for a WWC check is available online at: <http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/Application+Process/How+to+Apply/>
2. When completing your application form please include the following information:

Section D: Details of Child-Related Work
No. 11: Put in the applicable code, and indicate (by a cross) that you are a volunteer. Applicable codes are 38 (for social work students); 40 (for psychology students); 58 (for all other students).

Section E: Details of Organisation/s
No. 12 – Name of primary Organisation (include department/section)
Put “University of Melbourne” followed by the name of your school; for example, University of Melbourne School of Nursing and Social Work
Under “Street Address” put the street address and contact phone number for your school. Address details can be found on individual School websites.
3. On enrolment Schools must give students a *Consent to Release Results of a Working with Children Check* form to read and sign (Attachment B).

¹ A list of courses requiring a WWC check is attached to this policy as Attachment A.

4. The Faculty receives an *Employer Copy* of the Student's Assessment Notice, Interim Negative Notice or Negative Notice.
5. The Faculty will follow-up students who have not applied for a WWC Check by 30 June 2009.
6. Students must notify their School within 7 days if there is a "relevant change in circumstances" which may impact on their suitability to hold a WWC card. Details of what constitutes a "relevant change in circumstances" are set out on the WWC check website at:
<http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/Maintaining+Your+Check/>

PROCESS IN THE CASE OF AN INTERIM NEGATIVE NOTICE, OR NEGATIVE NOTICE

If hospitals and agencies that take students on placement require a WWC check as a condition of the placement students who return an Interim Negative Notice may not be able to be placed. Some hospitals and agencies will consider, on a case by case basis, taking a student on placement where an Interim Negative Notice has been issued as the result of a WWC check, and the student is appealing the decision. The decision as to whether to agree to the placement is entirely at the discretion of the individual hospital or agency.

Students who return a Negative Notice will, in most cases, not be able to be placed and will therefore not be able to complete their course of study. Individuals considering enrolling in a course of study requiring clinical placement need to be aware of this restriction.

PRIVACY STATEMENT

The Faculty of Medicine, Dentistry and Health Sciences through its Schools collects information on Working with Children status for the purpose of assisting a health service or clinical agency to determine if you are able to complete the clinical component of your course, and undertake clinical placements. The University will disclose relevant information about your status to third parties where you are undertaking your placement(s).

The University has a duty to ensure students satisfactorily complete all aspects of their course, which includes clinical placement where applicable. If you do not provide us with information on your Working with Children status you will not be able to undertake clinical placements where a Working with Children check is required, and will therefore not be able to complete your course.

Information on the University's privacy policy and your right of access to personal information the University holds about you is available online at: <http://www.unimelb.edu.au/unisec/privacy/>.

Attachment A: Courses requiring a WWC check

Bachelor of Dental Science
Bachelor of Oral Health
Doctor of Clinical Dentistry
Doctor of Oral and Maxillofacial Surgery
Graduate Certificate in Clinical Dentistry
Graduate Diploma in Forensic Odontology
Postgraduate Diploma in Clinical Dentistry
Postgraduate Diploma in Oral and Maxillofacial Surgery

Bachelor of Medicine/Bachelor of Surgery
Graduate Diploma in Mental Health Sciences (Infant and Parent Mental Health)
Graduate Diploma in Mental Health Sciences (Child, Adolescent and Family Therapies)
Master of Adolescent Health and Welfare
Master of Clinical Audiology
Master of Genetic Counselling
Master of Health Science (Infant and Parent Mental Health)
Postgraduate Certificate in Primary Care Nursing
Postgraduate Diploma in Primary Care Nursing

Master of Nursing Science
Bachelor of Social Work
Master of Social Work

Bachelor of Physiotherapy
Doctor of Clinical Physiotherapy
Master of Physiotherapy by Coursework
Postgraduate Certificate in Physiotherapy
Specialist Certificate in Physiotherapy

Master of Psychology (except Industrial/Organisational stream)
Master of Psychology/Doctor of Philosophy (except Industrial/Organisational stream)

Attachment B

**THE UNIVERSITY OF MELBOURNE
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Consent to releasing results of a Working with Children Check

In Victoria the law requires people who engage or intend to engage in child-related work, either paid or voluntary, to apply for a Working with Children (WWC) Check. The purpose of the Faculty of Medicine, Dentistry and Health Sciences' *Policy and Procedures for Working with Children Checks* (WWC Policy) and the consent form is:

- To ensure that all students undertaking undergraduate and postgraduate courses with a compulsory clinical placement are aware of and obtain a WWC Check;
- That each student will, as soon as possible after it is received, provide the School or MDHS Student Centre at the University of Melbourne with the original WWC Check Assessment Notice, Application Receipt for the WWC Check, Interim Negative Notice or Negative Notice for that documentation to be copied;
- That the relevant School or MDHS Student Centre at the University of Melbourne has permission from each student to copy and release the student's personal information contained in a Working with Children Assessment Notice or Interim Negative Notice to a third party organisation where the student may be assigned for a clinical placement; and
- To ensure the University of Melbourne, its staff and students comply with the law and the contractual arrangements with third parties for student clinical placements;

(For more information please refer to the WWC Policy)

I consent to:

- (a) My School or MDHS Student Centre retaining a copy of my Working with Children Check Assessment Notice or Application Receipt on file.
- (b) The disclosure by The University of Melbourne of my name, address, enrolment status, student ID number and Working with Children Check status to the designated officer at each clinical placement for the purpose of assessing my suitability for working with children in their organization.

I understand that having a Negative Notice may mean I cannot complete the clinical placements required for my degree, and therefore may not be able to complete that degree.

Name: _____

Student ID: _____

Signature: _____

Date: _____

Attachment C: 2009 Implementation Timetable

CATEGORY OF STUDENT	WHEN YOU NEED TO COMPLETE THE CHECK	PROVIDE OUTCOME OF YOUR APPLICATION TO
New students for all disciplines except medicine	Prior to enrolment or as soon as possible after Academic Advice Day (no later than Orientation Week)	Your School Office or MDHS Student Centre
New medical students (MBBS)	By 30 June 2009	MDHS Student Centre, Ground Floor, Medical Building University of Melbourne