

## 6.4 Working with Children (WWC) Policy and Procedure

### Purpose:

This Policy ensures that all staff either employed or volunteer, abide by the legal requirement that any individual working with children holds a relevant WWC to provide a child-safe environment across all CCC Camps sites.

### Policy Statements:

- A. All CCC Camps Employees and Volunteers will hold a current WWC and provide this information to CCC Camps management as required.
- B. To ensure no gaps occur in approval, all CCC Camps Employees and Volunteers will apply for a new WWC within three months of their current WWC expiring.
  - i. Any gaps in WWC may result in suspension from roles that involve engaging with children, which can affect an individual's pay
- C. CCC Camps human resource representative (HR rep) to validate all WWC numbers via the Safe Ministry Check record and the WWC Check website to ensure.
  - i. If WWC is not valid, the HR rep is responsible for following up on the employee.
  - ii. The employee must be suspended from any role that requires working with children until their WWC validates or gains a new number, affecting an individual's pay.
- D. Staff or volunteers who are under the age of 18 (and thus not able to be checked under the working with children check system) will be reference checked, and this will normally occur by contacting their church, school, or any other appropriate source.

### Procedure Steps:

- 1. New employees must provide a WWC during onboarding and while completing the Safe Ministry training.
- 2. Current Employees must provide updated WWC before the expiry of their current WWC. This information can be updated via their Safe Ministry portal or by sending the information to the Human Resources representative.
- 3. The Human Resources Representative must ensure that all WWC is currently valid and alert employees in their WWC to expire in the three months.

### Conduct:

- A. Employees must do all that is reasonably possible to ensure that their WWC remains current and valid and support the human resource representative to ensure their WWC passes.

- B. Human Resource representatives must do all that is reasonably possible to ensure all employees' WWC remain current and valid and support employees to assure their WWC passes.
- C. CCC Camps will not employ, or allow the volunteering of, any person who fails to provide their screening data.
- D. Any paid or volunteer staff that becomes the subject of an investigation because of an allegation or an unsafe act will be immediately suspended from child related employment until an outcome has been reached.

**Reporting Requirements:**

- A. If an employee fails to provide a current or valid WWC number, the disciplinary policy and procedure may apply.