Melbourne Church of Christ

PO Box 305, Doncaster, VIC 3108

A.C.N: 111 933 325
A.B.N: 24 111 933 325

Working With Children Check Policy

Reason for Policy

Victorian Law dictates that certain persons involved in child related work must have a valid Working With Children Check (WWCC) or Victorian Institute of Teaching number (VIT), and Melbourne Church of Christ is required to ensure this is the case.

This Working With Children Check Policy falls under the Child Safety and Wellbeing Policy.

Melbourne Church of Christ considers you to be performing child related work if you are

- Performing the duties of Spiritual Office including
    - Elder, Elders Wife, Deacon, Deacons Wife, Evangelist, Womens' Ministry Leader, or any position in training for these, whether on the payroll or not
- Leading or facilitating any group or subgroup specifically for children or young people, including volunteers in
    - Kids Kingdom - as Leader or Helper in a class or volunteer that may facilitate special activity like performances or outings.
    - Pre-Teens - as Leader, Helper, Facilitator for any class, activity or outing
    - Teens - as Leader, Helper, Discipler, Facilitator for any class, activity or outing
- Engaged in any other way as an employee, contractor or volunteer in activities that will bring you in direct contact with children under 18 years of age.

No person is to engage in these activities unless a valid Working With Children Check or VIT number has been sighted, checked and recorded by the Kids Kingdom Administrator.

Record Keeping

Melbourne Church of Christ will maintain a record of Working With Children Checks and VIT numbers for all Officers, Staff, Volunteers and contractors. This will be maintained by the Kids Kingdom Administrator.

The Kids Kingdom Administrator will perform regular checks of numbers and validity as appropriate, including but not limited to new appointments to positions requiring a WWCC/VIT and reviewing all volunteers before their rostered activities.

Kids Kingdom Administrator will also notify any people in our records in advance of their WWCC expiring.

Kids Kingdom Administrator will notify the Chair Of Directors of breaches, such as WWCC/VIT being revoked or expired, so as to prevent further breaches occurring.

All persons who acquire a WWCC/VIT for Melbourne Church of Christ related activities are instructed to have Melbourne Church of Christ listed as a place where they will be working with children, as an employee or volunteer as appropriate. They can do this online at https://www.workingwithchildren.vic.gov.au/.

The details to include are as follows:

Melbourne Church of Christ, PO Box 305, Doncaster, VIC 3108, and Rebecca Friesen is the contact kkadmin@melbournecoc.org.