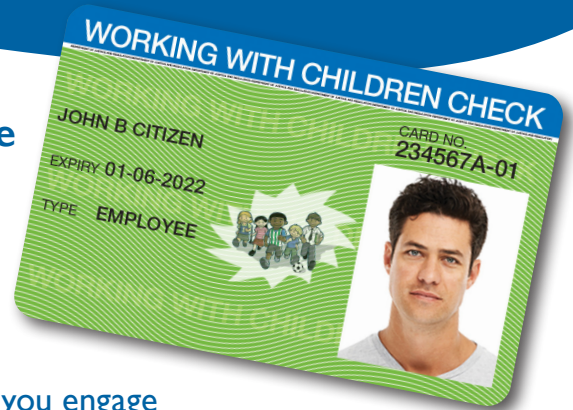


# Help keep children safe

Organisations must know their obligations under the *Working with Children Act 2005*

## Follow these tips to help keep children safe

- ✓ Take reasonable steps to prevent anyone charged with, found guilty or convicted of a serious sexual, violent or drug offence, from working with children
- ✓ View every new worker's card or receipt\* before you engage them in child-related work\*\*
- ✓ Regularly check that every paid and volunteer worker has a valid Working with Children Check card\*. Verify their card status using 'Check status' on the website
- ✓ Keep a register of the number, type (Volunteer or Employee) and expiry dates of all your workers' cards
- ✓ Ensure paid workers hold an Employee ('E') Check; it is an offence to use a Volunteer ('V') Check for paid work\*\*\*
- ✓ Remind workers that the Act requires them to tell Working with Children Check Victoria of all changes to workers' details within 21 days of a change occurring\*\*\*
- ✓ Ensure workers can continue doing child-related work by renewing their Check online before it expires
- ✓ Develop processes to deal with workers with a Negative Notice. These people must not do child-related work, even if they qualify for an exemption.\*\*\*



[workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)

\* Most people can work with children once they have an application receipt. However, some people cannot work until they have passed the Check. Visit the website for details.

\*\* Visit the website for the definition of child-related work.

\*\*\* Penalties apply.