

# Working With Children Instruction

## Section 1 - Purpose

(1) Children and young people are an important part of RMIT—as students, in childcare, as visitors, and in research. Protecting them is a shared responsibility across our community, including staff, students, contractors, and volunteers

(2) RMIT requires all employees, contractors, and volunteers to hold a valid Working with Children Check (WWCC). Child safety is embedded in our culture and reflects our commitment to a safe, respectful environment—not just compliance

(3) A Working with Children Check (WWCC) is a Victorian Government screening service, which includes a check of a person's:

- a. national criminal history, particularly relating to drug, violence or sexual offences; and
- b. professional conduct and whether findings or records have been made regarding professional accreditation or professional misconduct (e.g. a breach of a professional regulatory standard determined by the Australian Health Practitioner Regulation Agency, AHPRA)

## Section 2 - Authority

(4) Authority for this document is established by the [Child Safe Policy](#).

## Section 3 - Scope

(5) This instruction applies to all RMIT employees, students, contractors, visitors, and volunteers, unless exempted as detailed in section 4.

## Section 4 - Instruction

### Employees

(6) RMIT's requirement is that all employees hold a current Victorian employee WWCC. The WWCC requirement applies regardless of whether:

- a. their role involves contact with people who are under 18
- b. the contact is direct, indirect, or incidental
- c. or the work is conducted on or off RMIT premises

(7) In addition to employees, the WWCC requirement applies to:

- a. the leadership or executive members of clubs, societies or associations affiliated with RUSU
- b. third-party contractor personnel who carry out work for or on behalf of the RMIT Group, academic affiliates or

honorary academic appointments, and external researchers if those persons either physically attend RMIT premises or campus, or if their work is likely to involve contact with RMIT students, either online or in person and Individuals volunteering with or on behalf of RMIT

## **Students**

(8) The following RMIT students are required to hold a current WWCC:

- a. students going on Work Integrated Learning or another placement where it is a requirement of the host organisation (e.g. a childcare organisation)

(9) Students who engage in volunteer work with or on behalf of RMIT, unless they are:

- a. in a category exempted by the Victorian Government or otherwise ineligible to obtain a WWCC (e.g. the student is under 18 years of age; or if the student is 18 or 19 years old) and is engaged in volunteer work organised by RMIT, or
- b. a student volunteering at one of RMIT's Open Days, and who are supervised by an RMIT employee with a valid WWCC. This exemption is strictly only for RMIT Open Days

## **Exemptions**

(10) There are limited circumstances in which an individual could be exempted by RMIT from holding a current WWCC (refer to Appendix 1), which includes if the individual is:

- a. in a category that the Victorian Government specifies is exempt from holding one, or
- b. employee based at RMIT Vietnam, RMIT Europe, or residing overseas and are not eligible to obtain a WWCC from the Victorian Government.
- c. Submit any exemption request to Safer Community with a risk assessment endorsed by the Director (portfolio), Dean, College General Manager, or a higher authority
- d. Read Appendix 1 in full before submitting an exemption request

(11) A risk assessment must address the following factors and include appropriate substantiating materials:

- a. the duration of time that the person will have access to RMIT premises and the frequency of their attendance
- b. the extent to which the person will be supervised by an RMIT employee who holds an a current WWCC
- c. the nature of the person's activities with or work for RMIT
- d. the buildings or campus premises the person will have access to (e.g. a building substantially for professional and non-teaching employees, versus a building housing childcare facilities or counselling or where support services)
- e. whether the person will be provided with access to student information, such as email addresses, names, courses and enrolment information, or
- f. the person is ineligible for a WWCC due to reasons unrelated to child safety risk

(12) Steps to manage or mitigate risks might include, for example:

- a. supervision by an RMIT employee (who does hold a current WWCC) for the entire duration of a person's RMIT attendance
- b. if online, students not having computer cameras on, and the third party not having the ability to message or directly communicate with students privately
- c. the person completing a Child Safe Confirmation and this being maintained as part of the records of their

engagement

(13) If a person's role or activity changes after the initial risk assessment was approved, the risk assessment must be updated to reflect the changes

(14) Questions about exemptions or risk assessment not covered by this Instruction or the FAQs on the WWCC intranet page should be referred to the Senior Advisor, Child Safe. Employees are encouraged to also work with other members of the Health, Safety and Risk team in undertaking and recording the risk assessment and measures to mitigate risk

(15) Exemption details, including risk assessment and risk mitigation measures must be recorded in Workday in relation to the person's engagement and activities with RMIT.

## Section 5 - Compliance

(16) It is every hiring manager or supervisor's responsibility to monitor their team's WWCC status and details, including ensuring their employees:

- a. have a current WWCC and renew it before it expires
- b. upload their WWCC details on Workday, or otherwise maintain appropriate written records where a team member does not have access to Workday

(17) Each employee is responsible for ensuring that they:

- a. have a current WWCC and renew it before it expires
- b. notify their hiring manager of the WWCC outcome
- c. notify the Department of Justice and Community Safety of a change in personal details (e.g. address, or legal name)
- d. maintain current employee details in their WWCC record
- e. must notify RMIT and the Department of Justice and Community Safety within 7 days of any changes that may affect their WWCC status, such as a Negative Notice. This includes where there is a professional conduct report made against them, which may affect a WWCC or they are charged with, convicted, or found guilty of any offences relating to sexual abuse, violence or drugs

(18) A breach of this instruction can be reported through the Organisational Breach Reporting Portal and are managed in accordance with the [Compliance Breach Management Procedure](#)

### Application and Records

(19) A person can obtain a WWCC by completing the relevant application form on the [Victorian Government WWCC website](#) or by using the Services Victoria App

(20) A confirmation will be emailed to the applicant verifying if they have passed their WWCC. The screening process can typically take between 1-12 weeks

### Authorised users of Workday

(21) A renewal notification will be sent to employees via Workday prior to the expiration date of their WWCC. However, employees should not rely solely on this notification and are responsible for ensuring their WWCC remains current

(22) Renewing a WWCC is the responsibility of the employee and should be obtained prior to the expiry of their current WWCC

(23) If an employee fails to renew their WWCC and provide updated confirmation, the employee's manager and People Partner will address the matter with them

(24) Where an employee fails to comply with renewal requirements, this may result in disciplinary action

### **Individuals without Workday Access**

(25) Where a person does not have access to Workday, however they are required under this instruction to have a current WWCC, the status of their WWCC must be confirmed by their supervising or hosting RMIT employee in writing, via the Child Safe Confirmation form.

### **WWCC Exclusions**

(26) A formal notice is issued by the Department of Justice and Community Safety advising that an applicant has been refused a WWCC and is legally prohibited from undertaking child-related work when:

- a. any person who is required to hold a valid WWCC receives a Suspension, Revocation or Exclusion; or
- b. they suspect that their application or renewal will result in any Exclusion.

(27) A person must immediately stop their activities and access to RMIT systems and premises, and notify their Manager, People Connect, or their supervising RMIT representative or host of the suspension, revocation or exclusion and comply with the instructions provided.

(28) If a suspension or exclusion is expected to be temporary, RMIT will review the situation case by case. The Policy and Workplace Relations team will issue instructions based on advice from Health, Safety and Risk, Service Victoria and the Commission for Children and Young People.

(29) Employees should contact the Senior Advisor, Child Safe if they have any questions about this Instruction or its application.

## **Appendix 1 - WWCC Chart**

	<b>Mandatory to hold a current WWCC</b>	<b>Assess if WWCC is required using additional information below</b>	<b>Not required by RMIT to hold a current WWCC</b>
<b>Position</b>	<ol style="list-style-type: none"> <li>1. All RMIT employees:</li> <li>2. Suppliers, vendors, and third-party contractors where engagement involves: <ul style="list-style-type: none"> <li>• Physical attendance on Campus or RMIT property</li> <li>• Online/remote access where the nature of their work will involve contacts with RMIT students</li> </ul> </li> <li>3. Students who: <ul style="list-style-type: none"> <li>• Engage in volunteer work with or on behalf of RMIT</li> <li>• Undertake placement or WIL where this is a requirement of the host organisation</li> </ul> </li> <li>4. Associates: <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Honorary appointees</li> <li>• Affiliates</li> </ul> </li> <li>5. External researchers</li> <li>6. Clubs and associations</li> </ol>	<ol style="list-style-type: none"> <li>1. Suppliers, vendors, third-party contractors and honorary appointments / academic affiliates where engagement does not involve: <ul style="list-style-type: none"> <li>• Physical attendance on campus or RMIT property</li> <li>• Online/remote attendance where the nature of their work will not involve contact with students or under 18s</li> </ul> </li> <li>2. Guests who undertake speaking engagements for students (e.g. Industry experts) on a one-off basis.</li> <li>3. Guest speakers or consultants providing ad hoc training to staff were supervised by an RMIT employee.</li> <li>4. Suppliers or vendors coming to campus to install equipment where supervised by an RMIT employee.</li> </ol>	<p>Persons in the exempt categories established by the Victorian Government are:</p> <ul style="list-style-type: none"> <li>- Person under-18 years old</li> <li>- Student volunteers aged 18 or 19 engaging in volunteer work organised by or held at RMIT University</li> <li>- Persons registered with the Victorian Institute of Teaching.</li> <li>- Victorian or Federal Police Officers.</li> </ul> <p>Other persons who are exempted by RMIT:</p> <ul style="list-style-type: none"> <li>- RMIT students who volunteer at RMIT Open days who are supervised by an employee with a WWCC.</li> <li>- International Education Agents residing and working abroad.</li> <li>- RMIT Vietnam and RMIT Europe employees.</li> <li>- Interstate visitors engaging in work with RMIT for less than 30 days per calendar year.</li> <li>- Visitors/members of the public.</li> <li>- Suppliers or vendors from interstate or overseas attending campus for less than 30 days per calendar year where supervised by an RMIT employee.</li> </ul>

	<b>Mandatory to hold a current WWCC</b>	<b>Assess if WWCC is required using additional information below</b>	<b>Not required by RMIT to hold a current WWCC</b>
<b>Additional information</b>	<p>Exemptions are not typically granted for suppliers but may be granted in exceptional circumstances by providing substantiating evidence during the supplier registration process. A WWCC must be provided before engagement commences. Proof of application is not sufficient as this does not provide an outcome of the Check.</p> <p>If a staff member's WWCC has expired, it may be possible to continue working whilst their renewal application is being processed, this should be checked with the People team. If the outcome of their renewal results in a negative notice, their engagement may result in termination.</p> <p>It is every hiring manager/supervisor's responsibility to monitor their team's WWCC details.</p>	<p>Guest Lecturers who are initially onboarded on a minimum contract period with RMIT for a single engagement within a calendar year are not required to hold a WWCC. This is on the condition that the guest lecturer is supervised at all times by an RMIT employee holds a WWCC. However, if their contract is renewed within the same year after the minimum period has expired, they must provide a valid WWCC.</p> <p>Any exemption request and written risk assessment/mitigation plan must be endorsed by the relevant Dean, General Manager, or equivalent before the request can be approved by Safer Community</p> <p>Endorsement of an exemption request by the Dean, College General Manager, or equivalent constitutes formal acceptance of the associated risks. These risks must be acknowledged and owned by the endorsing party prior to endorsement</p> <p>All Guest speakers or consultants who are providing ad hoc / once off training must always be accompanied by an RMIT employee. or guidance consult with safer community if the person/s:</p> <p>6.</p>	<p>Persons who are registered with the Victorian Institute of Teaching must:</p> <ul style="list-style-type: none"> <li>• provide their VIT registration details on Workday</li> <li>• notify Working With Children Victoria of their position within 21 days of starting at RMIT by completing a Teacher Notification Form</li> <li>• Nominate RMIT University and their organisation of employment or engagement on the Teacher Notification Form.</li> </ul> <p>Exception for positions in this category does not apply if a person has failed a WWCC previously or has a WWCC exclusion.</p>

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	26th November 2025
<b>Review Date</b>	26th November 2030
<b>Approval Authority</b>	Manager, Central Policy
<b>Approval Date</b>	26th November 2025
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Fiona Notley Chief Operating Officer
<b>Policy Author</b>	Shah Abdul-Rahman Executive Director, Health, Safety and Risk
<b>Enquiries Contact</b>	Lucy Jenkins Senior Advisor, Child Safe <hr/> Health, Safety and Wellbeing