

Appendix J: Screening Requirements for University Members

Working with Children, Young People and Adults at Risk screening requirements for University Members

(Extract from the Safeguarding Children, Young People and Adults at Risk Procedure)




Academic and professional staff are not generally required to have working with children and/or vulnerable adults checks (WWC checks). However, there are some types of roles or positions which do require WWC checks, unless an exemption applies.




This varies across each of the Australian jurisdictions in which ACU operates.

The guidelines here will cover most cases. Nominated supervisors and managers (including Hiring Managers) should seek advice from Human Resources if there is doubt about whether a position requires a WWC check. ACU is generally not permitted to obtain a WWC check where the applicable law does not require it. In some cases, ACU may be able to seek specific permission from the relevant authority to require a WWC check.

For Human Resources assistance, please visit: Service Central or phone +61 7 3623 7272.

Work activity	Type of role at ACU (Note: examples of roles that may require WWC check if activities relate to left column)	ACT	NSW	Qld	SA	Vic
Child development - mentoring and counselling services for children (as part of a formal mentoring program)	<ul style="list-style-type: none"> • Academic Skills Tutor/Advisor • Careers Advisor • Counsellor • Access and Disability Advisor/Resource Officer • Safeguarding and Student Safety • ITAS Tutor • Student Ambassador • Student Recruitment Officer • Widening Participation Student Officer/Ambassador • Indigenous Student Success Officer • Student Life Officer 	✓ See: ACT Government	✓ See: NSW Government	✓ See: Qld Government	✓ See: SA Government	✓ See: Vic Government
Child health services – in hospitals where children are treated and other child health services	<ul style="list-style-type: none"> • Staff based in a hospital setting or health service setting: • Research Assistant/Fellow/Project <ul style="list-style-type: none"> - Program Manager - Student Support - Administrative Officer 	✓	🔍 Required if in children's wards or providing child health	🔍 Required if health services for/mainly for children,	✓	🔍 Required if in a paediatric ward

Work activity	Type of role at ACU (Note: examples of roles that may require WWC check if activities relate to left column)	ACT	NSW	Qld	SA	Vic
			services	or services require physical contact with child (e.g. massage) (Registered Health Practitioners do not need a blue card)		
Clubs or other bodies providing cultural, recreational, or sporting programs for children including (assistant) team managers, coaches	<ul style="list-style-type: none"> • Student Life Officer • Student Life Coordinator • National Manager, ACU Sport • Sport Program Lead • Sport Program Officer • Sport Activation Coordinator/Officer • Gym instructor/Supervisor 	✓	 (not required if work is not ordinarily with children, and does not ordinarily involve extended period without other adults present)	✓	✓	 (not required, except if gym/play facilities for children are not incidental to usual activities)
Disability services – respite or other support services for children with a disability	<ul style="list-style-type: none"> • Access and Disability Advisor • Student Disability Resource Officer • National Manager, Counselling • National Manager Access and Disability Services • Clemente Field Officer/Coordinator/Supervisor/Workshop Presenter 	✓	 (required, except if work is not ordinarily with children, and is not ordinarily for an extended period without other adults present)	✓	✓	✓

Work activity	Type of role at ACU (Note: examples of roles that may require WWC check if activities relate to left column)	ACT	NSW	Qld	SA	Vic
Education – schools or other educational institutions and private coaching or tuition of children	<ul style="list-style-type: none"> • Uni Step-up Program – Coordinator, Teacher • Equity Pathways – Officer • National Manager, Diploma Programs • VET in Schools Program staff 	✓	 (Universities excluded. If teaching children, NESA registration required)	 (Universities excluded. If teaching children, QCT registration required)	✓	 (Universities excluded, if teaching children, VIT registration required)
Entertainment for children – sporting, cultural or entertainment venues used <i>primarily</i> by children	<ul style="list-style-type: none"> • Future Students – Officer, Coordinator, Manager (do School tours of campuses) • Student Ambassador • Events Coordinator • Manager, National Gyms and Fitness • Sport Programs Officer • Sport Program Lead • Sport Activation Coordinator/Officer 	✓	✓	✓	✓	✓
Religious services – any religious organisation	<ul style="list-style-type: none"> • Campus Ministry - Chaplain, Pastoral Associates, Coordinator, Assistant, Student Ministry Assistant 	✓	✓	✓	✓	✓
Residential services – refuges used by children, long term stays, boarding houses or camps for children and other residential services for children	<ul style="list-style-type: none"> • Supervisor – field trips involving overnight stay • Student Life Officer • Student Life Assistants • Accommodation Coordinator • Residential Assistant • Accommodation Coordinator • Sport Program Lead 	✓	✓	✓	✓	✓

Work activity	Type of role at ACU (Note: examples of roles that may require WWC check if activities relate to left column)	ACT	NSW	Qld	SA	Vic
Activities or services for vulnerable persons	<p>Any of the above, where adults experiencing disadvantage* may access the activity, service or support in relation to their disadvantage.</p> <p>(For example, counselling services, access and disability services, safeguarding and student safety, student advocacy, equity pathways, campus ministry, Clemente).</p> <p><i>*A disadvantaged adult includes an adult: with a physical or mental disability; who suffers social or financial hardship; who cannot communicate or has difficulty communicating in English.</i></p>	✓	✗	✗	✗	✗

Note: Based on legislative provisions as at February 2021

Dealing with children and vulnerable people in other states

Even if you hold a current working with children's check (or state equivalent), you may need to obtain additional state-based check/s if you are working with children in other states/territories. This includes if you are delivering services into another state/territory. Please see below for requirements.

State children/vulnerable people reside in	State-based Registration Required/not required
NSW	NSW WWCC required if work is more than 30 days within 12 months.
ACT	Not required if you have the equivalent check or registration in another state.
QLD	Qld blue card registration required .
VIC	Vic WWCC required if work is more than 30 days within 12 months
SA	SA WWCC required if work is for more than 10 consecutive days.

Exemptions

Some states offer exemptions for certain professional registrations. Please see below for state-based exemptions:

State children/vulnerable people reside in	Professional registration exemptions
QLD	Queensland registered teachers and Queensland registered police officers can apply for an Exemption card.
VIC	Teachers currently registered with the Victorian Institute of Teaching (VIT), Victoria Police officers and Australian Federal Police (AFP) Officers are exempt from requiring a Vic WWCC.
SA	A member of the South Australia Police or the Australian Federal Police does not need an SA WWCC.