



A guide to the 3-year phased in approach for child-related sectors

There will be a phased in process for the Working with Children Check. If you are a volunteer or you are already working in a child-related role, your registration will be phased in over the next three years, according to your industry sector.

Note: 'A child' means a person who has not attained the age of 18 years.

(Full definitions and practical examples for each sector start on the bottom of page three)

YEAR 1

CHILD CARE SERVICES (first group) – applications open 1 July 2014

Note – The existing Department of Education – Safety Screening Clearance will be phased out over 18 months from 1 July 2014 and 31 December 2015.

Applications will be accepted from existing child care workers or volunteers who hold a Department of Education – Safety Screening Clearance that is due to expire between **1 July 2014 and 30 June 2015**.

Everyone from this group must have a new check in place before **1 January 2015** if they wish to **continue to work in 2015**.

Everyone who **starts work or volunteering in child care on or after 1 October 2014** must have the new **Working with Children Check** before they start work.

»» For more detailed information about transitioning from the Department of Education - Safety Screening process see 'The Sector Guide for Child Care Services'

OTHER SERVICES (first group) – applications open 1 October 2014

- Religious Services
- Commercial Services for Children
- Coaching and tuition services
- Services related to clubs, associations and movements

Everyone who wishes to work or volunteer in these four areas must have a **Working with Children Check** in place by **1 April 2015**.

Everyone who **starts work or volunteering in these four areas on or after 1 April 2015** must have the new **Working with Children Check** before they start work.

CHILD CARE SERVICES (second group) – applications open 1 January

Applications will be accepted from existing child care workers or volunteers who hold a Department of Education – Safety Screening Clearance that is due to expire between **1 July 2015 and 30 June 2016**.

Everyone from this group must have a new check in place before **1 July 2015** if they wish to **continue to work after that date**.

YEAR 2

OTHER SERVICES (second group) – applications open 1 April 2015

- Child Protection Services
- Services in relation to Justice Facilities for Children
- Services to children with a disability

Everyone who wishes to work or volunteer in these three areas must have a **Working with Children Check** in place by **1 October 2015**.

Everyone who **starts work or volunteering in these three areas on or after 1 October 2015** must have the new **Working with Children Check** before they start work.

CHILD EDUCATION SERVICES (Non-Government Schools) – Applications open 1 April 2015

Everyone who wishes to work or volunteer in non-government schools, who is not a registered teacher, must have a **Working with Children Check** in place by **1 October 2015**.

Everyone who **starts work or volunteering in non-government schools**, who is not a registered teacher, **on or after 1 October 2015** must have the new **Working with Children Check** before they start work.

CHILD CARE SERVICES (third group) – applications open 1 July 2015

Applications will be accepted from existing child care workers or volunteers who hold a Department of Education – Safety Screening Clearance that is due to expire between **1 July 2016 and 30 June 2017**.

Everyone from this group must have a new check in place before **1 January 2016** if they wish to **continue to work after that date**.

OTHER SERVICES (third group) – applications open 1 October 2015

- Child Accommodation Services
- Health, Counselling and Support Services for Children
- Transport services for children
- Youth Worker Services

Everyone who wishes to work or volunteer in these four areas must have a **Working with Children Check** in place by **1 April 2016**.

Everyone who **starts work or volunteering in these four areas on or after 1 April 2016** must have the new **Working with Children Check** before they start work.

CHILD EDUCATION SERVICES (Government) – applications open 1 January 2016

Everyone who wishes to work or volunteer in government schools, who is not a registered teacher, must have a **Working with Children Check in place by 1 July 2016**.

Everyone who starts work or volunteering in government schools, who is not a registered teacher, on or after 1 July 2016 must have the new Working with Children Check before they start work.

YEAR 3

OTHER SERVICES (fourth group) – applications open 1 July 2016

- Vocational education and training services (not registered teachers)
- Emergency Services personnel **not** engaged in emergency management activities (e.g. delivering educational sessions in schools)

Everyone who wishes to work or volunteer in these two areas must have a **Working with Children Check in place by 1 January 2017**.

Everyone who **starts work or volunteering in these two areas on or after 1 January 2017 must have the new Working with Children Check** before they start work.

REGISTERED TEACHERS – applications open 1 July 2016

Everyone who wishes to continue to be employed as a teacher must have a **Working with Children Check in place by 1 January 2017**.

Everyone who **starts work as a teacher on or after 1 January 2017 must have the new Working with Children Check** before they start work.

Which child-related industry sector do you belong to?

Work that is classified child-related is work where the usual duties involve, or are likely to involve, contact with a child.

Contact with a child includes any form of physical contact, oral communication, telephone and electronic communication (email or internet).

Child-related work includes work in any of the categories listed below unless an exemption applies.

Child Care Services

Child care service means:

- An education and care service as defined in the *Education and Care Services National Law (Tasmania)*
- A child care service as defined in section 3(1) of the *Child Care Act 2001*
- Child care as defined in section 4 of the *Child Care Act 2001*

Examples of people who should apply under this activity:

- Managerial Officers
- Individual Licensees

- Child care workers (e.g. outside school hours)
- Nanny services and other child minding services provided on a commercial basis
- Babysitting services - unless the services are provided under a private arrangement (whether or not a fee is payable)
- Au pair work (if the work involves the provision of child care)
- Nominated Supervising officers
- Students on placement over 18 years of age
- Gardeners, cleaners, cooks etc. (employed at the child care centre and likely to be in contact with children when carrying out their duties)
- Self-employed people or their employees who attend a centre to provide classes to children

Examples of people who should NOT apply under this activity:

- Parents/relatives minding a child

Clubs or other bodies providing services for children

Services related to clubs, associations and movements includes work for a club, association, movement, society or other body of a cultural, recreational, sporting or community service nature that involves providing programs or services primarily for children.

Examples of people who should apply under this activity:

- Sports coaches, team managers and committee members for a club that primarily involves the participation of children
- Guides and Scout leaders
- Committee members or members of a board of management or similar
- Committee members and track officials (age group managers, arena managers etc) at athletics meets that primarily involve the participation of children

Examples of people who should NOT apply under this activity:

- Administrative staff of a club if their usual duties of work do not bring them into contact with a child
- Lifeguards providing general life saving services at a pool for adults and children
- Referee, umpire, linesperson or other sporting official or grounds person where the work does not ordinarily involved contact with children for extended periods without other adults being present
- Additional parent help at athletics meets where the parents are not designated officials.

Religious Organisations

Work for a religious organisation where children form part of the congregation or organisation.

Examples of people who should apply under this activity:

- Religious leaders including Ministers of Religion, Chaplains, Rabbis, Priests, Muftis, Acolytes and other like religious leaders or spiritual officers where the usual duties of these leaders involves contact with children
- Adults who volunteer their services for Sunday school, church youth activities, children's religious story-telling
- Adults engaged in any other role in the organisation involving activities primarily related to children, including youth groups, youth camps, teaching children and child care.
- Adults that deliver children's religious story telling

Examples of people who should NOT apply under this activity:

- Church based charity organisations such as Anglicare and Centacare that provide only practical and support services rather than religious services (people undertaking work for these organisations may fall under another category)

Coaching and Tuition Services

Coaching and tuition services includes:

- Work as a coach or assistant coach for a sport or activity for children
- Work in providing private coaching or tuition to children

Examples of people who should apply under this activity:

- Private coaches and tutors for children (including private sports coaches)
- Driving instructors who teach children under 18 years of age
- Music, dance school teachers or educational tutors for children

Examples of people who should NOT apply under this activity:

- Yoga class instructors who provide a service to the general community (and not primarily for children)
- Tutoring provided by a neighbor, friend or relative as an informal arrangement

Commercial Services for Children

Commercial services for children includes:

- Work at sporting, cultural or other entertainment venues where the services, activities or entertainment is provided on a commercial basis primarily for children
- Work that involves providing entertainment services primarily for children on a commercial basis

Examples of people who should apply under this activity:

- Adults that work at sporting, cultural or other entertainment venues where the services, activities or entertainment is provided on a commercial basis primarily for children
- Individual workers in agencies that provide employment agency services to children
- Adults that provide entertainment services primarily for children on a commercial basis
- Adults providing an entertainment or party service
- Adults providing a gym or play facility
- Adults providing a photography service
- Adults running a talent or beauty competition
- Magicians/clowns who provide public entertainment services specifically for children if they have physical contact with children
- Animal farm shows that visit schools or provide private children's parties
- Santa and his helpers (elves etc.) and the children's photographer when they have physical contact with a child

Examples of people who should NOT apply under this activity:

- Public performers that do not involve physical contact with children eg 'Disney on Ice' or children's theatre
- Director or fellow actors working alongside child performers
- Staff at a party venue that provides the place and the food but whose staff are not having contact with the children as part of the activities or games

Child Protection Services

Child protection services include work in child protection services provided by a government or non-government agency.

Examples of people who should apply under this activity:

- Out of home care providers (Foster carers, residential therapeutic care providers etc.)
- Direct care workers and others providing services to children at a residential care centre
- Adults providing a residential care service
- A researcher for a research project
- An authorised assessor
- Relative (kinship) carers
- A family group conference facilitator
- A residential care service
- Another person administering, or exercising a function under the *Child Protection Act*: or under a therapeutic protection order.
- Students on placement, gardeners, cleaners, cooks etc who are employed by a residential care provider who do their work while children are likely to be present and contact with a child occurs as part of their usual duties

Services in relation to Justice Facilities for Children

Services in relation to justice facilities for children includes:

- Work at a detention centre (within the meaning of the *Youth Justice Act 1997*)
- Work in relation to a child detained at a prison (within the meaning of the *Corrections Act 1997*)
- Work as a youth justice worker (within the meaning of the *Youth Justice Act 1997*)
- Work in relation to children subject to community service orders

Examples of people who should apply under this activity:

- Group workers at a youth detention center
- Counsellors
- Legal Aid officers (not lawyers)
- Gardeners, cleaners and cooks who do their work while children are likely to be present

Examples of people who should NOT apply under this activity:

- Police Officers
- Correctional Officers
- Australian Lawyers
- Emergency management workers

Child Education Services (non-Government schools):

Child education services (non-Government schools) includes services provided at a non-Government school by employees (other than teachers) where the usual functions include:

- providing services directed mainly towards children
- conducting activities that mainly involve children

Non-Government school includes primary, secondary and special non-Government schools and other institutions providing children's study or training programs

Examples of people who should apply under this activity:

- Volunteer members of the Parent Management Committee who have a child enrolled in the school
- Front desk receptionist at the school
- School health staff
- TAFE lecturers who have contact with children as part of their usual duties
- Non-teaching staff who work with children
- Instructors or leaders of after-school activity programmes organised in conjunction with the school for its students and that take place at the school or its oval
- Gardeners, cleaners, cooks etc. whose employment is at the institution and who do their work while children are likely to be present and contact with a child occurs as part of their usual duties
- Canteen or tuck shop staff who have contact with children
- School-crossing service (school crossing patrol officer)

Examples of people who should NOT apply under this activity:

- A child under 16 on a work experience placement or doing practical training
- Supervisors of student teachers who observe the student teachers in classrooms but do not have contact with a child as part of their normal duties
- Staff at places that school students visit on excursions and their teachers eg. Staff showing teachers and students around an Art Gallery
- Persons externally contracted to provide once-off or occasional maintenance to the buildings or deliver goods to the school
- School cleaners where the cleaning takes place whilst the school is closed to students
- Administration staff when the only contact you have with a child is working with a record of them
- Registered health practitioners who visit the school to provide health services to children

Child Education Services (Government):

Child education services (Government schools) includes services provided at a Government school by employees (other than teachers) where the usual functions include:

- providing services directed mainly towards children
- conducting activities that mainly involve children.

Government schools include primary, secondary and special Government schools and other institutions providing children's study or training programs

Examples of people who should apply under this activity:

- Volunteer members of the Parent Management Committee who have a child enrolled in the school
- Front desk receptionist at the school
- School health staff
- TAFE lecturers who have contact with children as part of their usual duties
- Non-teaching staff who work with children

- Instructors or leaders of after-school activity programmes organised in conjunction with the school for its students and that take place at the school or its oval
- Gardeners, cleaners, cooks etc. whose employment is at the institution and who do their work while children are likely to be present and contact with a child occurs as part of their usual duties
- Canteen or tuck-shop staff who have contact with children
- School-crossing service

Examples of people who should NOT apply under this activity:

- A child under 16 on a work experience placement or doing practical training
- Supervisors of student teachers who observe the student teachers in classrooms but do not have contact with a child as part of their normal duties
- Staff at places that school students visit on excursions and their teachers eg. Staff showing teachers and students around an Art Gallery
- Persons externally contracted to provide once-off or occasional maintenance to the buildings or deliver goods to the school
- School cleaners where there are no children on the premises
- Administration staff when the only contact you have with a child is working with a record of them
- Registered health practitioners who visit the school to provide health services to children

Child Accommodation Services

Child accommodation services includes work in the following services:

- refuges used regularly by children
- boarding houses or places providing other residential services for children (including a school boarding facility)
- overnight camps for children
- Home-stays of three weeks or more for children

Examples of people who should apply under this activity:

- Residential accommodation for children (ie. School boarding house workers who have contact with a child as part of their usual duties)
- Camp caretakers whose usual duties involve contact with a child
- Country school hostel workers who have contact with a child as part of their usual duties
- Youth refuge workers
- Persons who provide accommodation and care for exchange students under 18 years of age
- Persons providing home-stay accommodation for individual children for three weeks or more
- Persons providing home billeting to children under 18 years of age
- Staff and volunteers of overnight camps for children

Examples of people who should NOT apply under this activity:

- Residential college staff at university
- Informal arrangements between family and friends
- School boarding house workers who do not have contact with a child
- Administration staff when the only contact you have with a child is working with a record of them

Health, Counselling and Support Services for Children

Health, counselling and support services for children includes:

- A health service to a child at a health facility if services provided at the facility are provided only or mainly to children, or if the employee's employment involves providing services only or mainly to children
- A health service to a child other than at a health facility that by its nature requires physical contact with the child or if the employee is physically present with the child while no-one else is present
- A counselling service to a child if the employee is physically present with the child while no-one else is present or if the employee is not physically present with the child, e.g., an internet or telephone help line service
- A support service to a child if the employee is physically present with the child while no-one else is present or if the employee is not physically present with the child, e.g., a support service for child victims or witnesses in connection with court or other legal proceedings
- A service provided to a child at a Child Health Centre

Examples of people who should apply under this activity:

- Child Health Nurse
- School Health Nurse
- A service provided to a child at a Child Health Centre
- A support service for child victims or witnesses in connection with court or other legal proceedings
- Child counsellors, psychotherapists and similar professionals who treat emotional and psychological problems
- Social workers or psychologists providing family counselling or support services that involve children
- Those providing counselling services for children with cancer and other serious illnesses
- Telephone counselling for children
- Speech pathologists, occupational therapists who as part of their services provide counselling to assist children to emotionally manage their conditions

Examples of people who should NOT apply under this activity:

- GPs in private practice
- Community health centres targeting the general community
- A counsellor who only provides services to an adult
- Work undertaken by lawyers is not considered to be counselling
- Registered health practitioners under the *Health Practitioner Regulation National Law (Tasmania)*
- Administration staff when the only contact you have with a child is working with a record of them

Transport Services for Children

Transport services for children includes work in providing transport services especially for children on a government funded or commercial basis:

Examples of people who should apply under this activity:

- School bus services
- Taxi services for children with a disability
- School-crossing service (school crossing patrol officer)
- A person (who is not a parent of a child at the school) who volunteers as a school crossing attendant
- Drivers of a children's party limo
- Private coach hire services that service schools on school excursions and camps
- Parents of a child at the school who volunteer as a school crossing attendant

Examples of people who should NOT apply under this activity:

- Taxi drivers providing a service to the general public
- Bus drivers providing a service to the general public

Youth Workers

Examples of people who should apply under this activity:

- Youth workers, for a government or non-government organisation.

Examples of people who should NOT apply under this activity:

- Administration staff when the only contact you have with a child is working with a record of them

Services to Children with a Disability

Services to children with a disability includes work in providing respite care or other support services for children with a disability.

Examples of people who should apply under this activity:

- An activity or service that provides home help, home maintenance or modification, personal care, food services, assessment or referral of support needs, information services, coordination or employment services to children with a disability
- An activity or service provided in association with the use of premises for the care, treatment or accommodation of children with a disability.

Examples of people who should NOT apply under this activity:

- GPs in private practice
- Emergency management workers dealing with an emergency
- Registered health practitioners under the Health Practitioner Regulation National Law (Tasmania)
- Administration staff when the only contact you have with a child is working with a record of them

Note:

Disability means a disability that:

- is attributable to an intellectual, psychiatric, sensory or physical impairment, or a combination of those impairments; and
- is permanent or likely to be permanent; and
- results in the person having a substantially reduced capacity for communications, learning or mobility and is in need of continuing support services; and
- may, but need not be, of a chronic nature
- The work is not a regulated activity if it does not ordinarily involve contact with children for extended periods without other adults being present

Teaching

Teaching services includes work teaching children at:

- Government schools (including all primary, secondary, technical and special Government schools)
- Non-Government schools (including all primary, secondary and special non-Government schools)
- Other institutions providing children's study or training programs

Vocational Education and Training Services

Vocational education and training services includes work providing vocational education and training to children.

Examples of people who should apply under this activity:

- Vocational education and training providers at a Tasmanian Academy, College or TasTAFE who have contact with children as part of their usual duties
- A Government school (including a secondary, technical or special Government school)
- A non-Government school (including a secondary, technical or special Non-Government school)
- Non-teaching staff who work with children
- Gardeners, cleaners, cooks etc. whose employment is at the institution and who do their work while children are likely to be present and contact with a child occurs as part of their usual duties

Examples of people who should NOT apply under this activity:

- Vocational education and training providers at a Tasmanian Academy, College or TasTAFE staff that **do not** have contact with children as part of their regular activities (including non-teaching staff)
- Gardeners, cleaners, cooks etc whose employment is at the institution and who do their work while children are unlikely to be present
- Administration staff when the only contact you have with a child is working with a record of them

Emergency Services Personnel

(not engaged in Emergency Management Activities)

Emergency services personnel not engaged in emergency management activities includes the delivery of educational sessions to children at:

- Government schools (including all primary, secondary, technical and special Government schools)
- Non-Government schools (including all primary, secondary and special non-Government schools)
- Child care centres, family day care and early learning centres
- Other institutions providing children's study or training programs

Examples of people who should apply under this activity:

- Emergency services personnel not engaged in emergency management activities at:
 - Government and Non-Government schools (including a secondary, technical or special Government/Non-Government schools)
 - Child care centres, family day care and early learning centres
 - Other institutions providing children's study or training programs

Examples of people who should NOT apply under this activity:

- Emergency service personnel delivering an emergency service
- GPs in private practice
- Community health centres targeting the general community
- Registered health practitioners under the Health Practitioner Regulation National Law (Tasmania)

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