

Working with Children Checks for kinship carers

FAQs Bulletin Number 5: for divisional child protection practitioners
September 2017

Bulletin # 5 has been prepared by the Children, Families, Disability and Operations division. It provides child protection practitioners with information in response to frequently asked questions regarding Working with Children Checks for kinship carers. wwcckinship@dhhs.vic.gov.au

We are now passed the 22 August 2017 deadline for all pre-existing kinship carers (prior to 1 May 2017) to apply for their WWCC. Over 84 per cent of carers have complied. Thank you to all practitioners who have provided terrific support to carers to achieve this compliance rate. New kinship carers assessed and approved by child protection as a primary carer for the child **MUST** lodge their application for a Check within 21 days of the placement commencing.

What happens now?

Any pre-existing kinship carers that did not meet the deadline and are yet to apply for their Check are still required to do so. You may be contacted by the Office of Professional Practice (OPP) or your divisional project officer to discuss individual carers and what can be done to assist them to apply for their Check.

Remember: If a person has been assessed as a respite carer **and** they receive caregiver payments, they are required to have a Check.

The OPP has drafted and provided divisions with sample letters that can be sent to carers who still require a Check and have not met compliance. Please contact your divisional kinship carer project officer – Katherine Pivetta (South), Andy Philipson (East), Amelia Condi (North) and Karen Hoveling (West) if you believe a kinship carer may be reluctant to apply for a Check and they will assist.

CRIS changes - IMPORTANT

CRIS enhancements commenced on 2 September 2017.

1. When you have evidence that a carer has applied for their WWCC, such as email verification or post office receipt, you can enter the **lodgement** date into CRIS – **ONLY** enter the lodgement date. **Do not complete any other fields.**
2. Upon receipt of the WWCC assessment notice (the letter sent to head office at 50 Lonsdale Street advising carer's check has been issued), the OPP will record this in CRIS as granted.

The enhancements allow for easier recording of kinship carers WWCCs and their outcomes.

Your CRIS dashboard will be updated to provide information about a residency with an active Kinship placement in relation to :

- Caregiver who has a Revoked WWCCs
- Caregiver who has a Suspended WWCC and the placement remains active
- Caregiver who has a Suspended WWCC for over 8 weeks without an outcome
- Caregiver who has an Expired WWCC
- Caregiver who has not have a WWCC lodged 21 days after the placement start date

- Caregiver who has lodged a WWCC for over 8 weeks without an outcome
- Caregiver whose WWCC is due to expire in 3 months' time
- Caregiver is Not Granted a WWCC

CRIS guides are now available on the intranet to support the CRIS changes.

The WWCC field will look like this:

Contact
Notes & Documents
Caregiver Details
Demographics
Cultural Awareness

*Return: 1 - Residency-500003

Name: **Surfie Dude**
Person ID: **50792**

Caregiver Verification Process

Police Check
Find | View All | First 1 of 1 Last

	Report Requested	Report Received	Outcome	
1	01/12/2014	01/12/2014	Clear	

Add Police Check

Working With Children Check
Find | First 1 of 1 Last

Details
Audit Information

	Lodge Date	Outcome	WWCC Card #	Expiry Date	
1	<input type="text" value="31"/>				

Add Working With Children Check

Working With Children Check
Find | View All | First 1 of 1 Last

	Lodge Date	Issue Date	Description	
1	24/11/2015	24/11/2015	0553	

Add Working With Children Check

Remember to use the correct address

It is very important for the administration of the applications that carers fill in their application form or update their details with the specific information on the Check Unit form. They must use 'Code 80' and these details:

Department of Health and Human Services

PCB – Safety Screening – Kinship Carer

GPO Box 4057 Melbourne 3000

Send your enquiries to wwcckinship@dhhs.vic.gov.au