

Working with Children Checks for kinship carers

FAQs Bulletin Number 6: for divisional child protection practitioners
January 2018

Bulletin # 6 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

All kinship carers approved by the Victorian child protection program must apply for and hold a Victorian Working with Children Check.

Practitioner must enter the lodge date in CRIS

As the child protection practitioner you must enter the **lodge date** for each approved carer in the Working with Children Check screen in CRIS. Each approved carer must lodge their application within 21 days of the child being placed in their care. This is the time period when you will be active with case management tasks and seeing the carer frequently. During this contact it is important to follow up on the lodgement for a Working with Children Check. Keep this conversation 'live' and assist carers to apply or update their details if they are having difficulty.

The Working with Children Check field looks like this:

The screenshot shows the CRIS interface for a carer named 'Surfie Dude' with Person ID '50792'. The 'Caregiver Verification Process' section includes a 'Police Check' table with one entry dated 01/12/2014, showing a 'Clear' outcome. Below this is an 'Add Police Check' button. The 'Working With Children Check' section is highlighted with a red box and contains a table with columns for 'Lodge Date', 'Outcome', 'WWCC Card #', and 'Expiry Date'. The first row shows a lodge date of 01/12/2014. Below this table is an 'Add Working With Children Check' button.

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

Lodge Date	Outcome	WWCC Card #	Expiry Date
1 01/12/2014			

What is the lodge date?

Where a carer has not applied for a Working with Children Check before, the lodge date, is the date the carer has their photo taken at Australia Post and is issued with a receipt.

For carers who already have a Working with Children Check card, the lodge date is the date they advise you they have completed the 'Update My Details' within the Working with Children Check website to add DHHS in their organisational details.

What if the carer has a Working with Children Check card?

These carers MUST update the 'organisational details' by accessing the 'Update my details' section:

1. Go to <http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+details/>
2. Select Update My Details
3. Register for My Check using the email address provided in your Working with Children Check application or log in if you are already registered
4. Add Occupational Field – Select code 80
5. Select – volunteer
6. Add an organisation and use the address below using the relevant division e.g.

Kinship Carer [West] (Use relevant division name)
Department of Health and Human Services
GPO Box 4057
Melbourne 3000
Phone 03 9096 5340

They can also call the Working with Children Check Unit on 1300 652 879 to update their details.

For new kinship care arrangements, it is essential that the Check requirement is clearly explained during the kinship assessment, including the importance of compliance. Some families such as those with low English literacy or limited personal identification documents may find applying for the Check daunting and will require your active assistance.

What if a carer refuses to apply?

- Talk to your team manager immediately.
- It is a legal requirement for a kinship carer of a child placed in their care by the Victorian child protection program to apply for and hold a Victorian Working with Children Check.
- Explain this requirement to the carer, assist them where you can.
- Note: A child cannot remain in the care of a person who refuses to apply for a Victorian Working with Children Check and action must be taken.

Care allowance

As the child protection practitioner you must submit the commence payment form for the care allowance within three days of a placement commencing, as per the practice guidelines.

The kinship carer must apply for a Working with Children Check within 21 days of the placement commencing.

These are two separate processes.

[Send your enquiries to wwcckinship@dhhs.vic.gov.au](mailto:wwcckinship@dhhs.vic.gov.au)