

CHILD SAFETY – WORKING WITH CHILDREN POLICY

ARV Corporate Policy

Statement

ARV is committed to providing a safe environment for children and young people across all its resorts and premises. As part of this commitment, the Working with Children Check (WWCC) is a mandatory requirement for all individuals engaged with ARV in any capacity, whether as paid employees, contractors, or volunteers.

The WWCC is a vital element of Victoria's child protection framework. It serves to prevent individuals who pose a risk to children from working or volunteering with them. By ensuring that all personnel are appropriately screened, ARV upholds its responsibility to safeguard children and vulnerable people, fostering a culture of safety and trust throughout its operations.

1. Scope

This policy applies to all individuals engaged with Alpine Resorts Victoria (ARV), including Resort-based and Central staff, regardless of their employment type - full-time, part-time, casual, fixed-term, contractors, or volunteers. It encompasses any role that involves regular contact with children under the age of 18, whether that contact is direct or indirect, supervised or unsupervised.

The policy is applicable across all ARV locations and departments, ensuring a consistent and organisation-wide approach to child safety. It is designed to uphold ARV's duty of care and to align with Victoria's legislative requirements for child protection. The requirement to obtain and maintain a valid Working with Children Check (WWCC) is a critical measure to prevent individuals who may pose a risk from working or volunteering with children.

2. Requirements

To ensure compliance with child safety obligations and enforce this policy effectively, all individuals engaged with Alpine Resorts Victoria (ARV)—including permanent, seasonal, casual, contract, and volunteer personnel—are required to obtain and maintain a valid Working with Children Check (WWCC). This requirement applies to all roles, regardless of the nature, frequency, or supervision of contact with children under the age of 18 and is enforced across all ARV resorts and departments.

Application Process

Staff must complete the WWCC application online via the Victorian Government's official website. The application requires personal details, information about child-related work, and consent to a national criminal history check and review of relevant professional conduct findings.

Applicants must verify their identity either online or in person. In-person verification can be completed at participating Australia Post outlets by presenting the application summary and appropriate identification documents. Further guidance on acceptable identification and verification procedures is available through Service Victoria.

Once the application and identity verification are complete, the screening process begins. Applicants will be notified of the outcome via email. A digital WWCC card may be issued before the physical card is received by mail.

Expense Reimbursement

Permanent ongoing staff or seasonal employees who have completed a minimum of five consecutive years of service with ARV are eligible for reimbursement of the WWCC application fee. Reimbursement is subject to submission of a valid receipt or satisfactory evidence and approval by the staff member's manager. Claims must be submitted through ARV's expense claim process using the ExpenseMe Pro platform.

Validity and Renewal

A WWCC Check in Victoria is valid for five years unless it is revoked. Holders are required to notify ARV immediately and the Department of Justice and Community Safety of any changes to their personal information or if they are charged with or found guilty of a relevant offence. Renewal applications should be submitted before the expiry date to ensure continued compliance. Once you have your working with children's check, you must provide a copy to ARV People and Culture and update your record in Employment Hero. If a WWCC expires, it must be updated immediately; failure to do so may result in being stood down from the workplace and ceasing all work-related activities until such time that evidence of the WWCC being completed has been satisfactorily provided.

Contractor Requirements

In alignment with Victorian Public Sector (VPS) standards and ARV's commitment to child safety, all contractors engaged by ARV who perform roles involving regular contact with children under the age of 18 are required to hold a valid Working with Children Check (WWCC) prior to commencing work. This includes contractors engaged for seasonal, project-based, or ongoing services across any ARV resort or department. The requirement applies regardless of whether the contact is direct or indirect, supervised or unsupervised. ARV managers responsible for engaging contractors must verify WWCC compliance during the procurement or onboarding process and ensure records are maintained. This obligation reflects best practice and supports ARV's alignment with the Worker Screening Act 2020 (Vic) and broader VPS child safety obligations.

3. Responsibilities

Position	Responsibility
Chief Executive Officer (CEO)	Endorses the policy and ensures organisational commitment to child safety and compliance with relevant legislation.
Executive Leadership Team (ELT)	Oversees implementation of the policy across all ARV departments and ensures alignment with strategic objectives and legal obligations.
Corporate Services General Manager	Leads policy development, ensures consistent application across ARV, and monitors compliance and reporting mechanisms.
People and Culture Team	Facilitates the WWCC application process, maintains records, provides guidance to staff, and supports training and awareness initiatives.
Line Managers and Supervisors	Verify that team members have valid WWCCs before commencing child-related work and monitor ongoing compliance.
All ARV Staff, Contractors & Volunteers	Obtain and maintain a valid WWCC where required, comply with policy requirements, and report any changes in WWCC status to their manager immediately.

4. Legislation

Worker Screening Act 2020 (Vic)

This is the primary legislation governing the Working with Children Check in Victoria. It came into effect on 1 February 2021, replacing the *Working with Children Act 2005*. The Act outlines who must obtain a WWCC, the application process, offences and penalties, and the criteria for assessing a person's suitability to work with children.

Child Wellbeing and Safety Act 2005 (Vic)

This Act provides overarching principles for promoting the safety and wellbeing of children in Victoria. It supports the implementation of child-safe standards and complements the WWCC framework.

Children, Youth and Families Act 2005 (Vic)

This legislation outlines the responsibilities of individuals and organisations in protecting children from harm and reporting child abuse or neglect.

Human Rights and Responsibilities Act 2006 (Vic)

This Act ensures that policies and procedures respect and uphold the human rights of individuals, including the right to privacy, equality, and protection from harm.

Education and Care Services National Law Act 2010 (where applicable)

For ARV staff involved in education or care services, this legislation may also apply, particularly in relation to child protection and staff suitability.

Occupational Health and Safety Act 2004 (Vic)

This Act requires employers to provide a safe working environment, which includes protecting children and young people from harm in the workplace.

Recent Amendments and Government Reviews

As of 2025, the Victorian Government is implementing changes to strengthen the WWCC system, including expanding the grounds for revoking a WWCC based on prohibition notices from other regulatory bodies.

5. Related documents

- Safe and Respectful Workplace Behaviours Policy
- Onboarding and Offboarding Policy ARV
- VPS Code of Conduct
- www.working/vic.gov.au
- Working with Children Check Working with Children Check

6. Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Child	A person under the age of 18 years.
Child related work	Work that involves direct or indirect contact with children that is a usual part of the duties, regardless of whether the contact is supervised or unsupervised.
Direct contact	Any face-to-face or physical contact with a child.
Indirect contact	Contact that may occur through phone, email, online platforms, or other forms of communication where physical presence is not required.
Employee WWCC	A WWCC issued for paid work involving children. It is valid for five years unless suspended or revoked.
Volunteer WWCC	A WWCC issued for unpaid work involving children. It is also valid for five years but cannot be used for paid child-related work.

7. Approval and implementation

Policy Custodian	Policy contact details	Approval Date	Approver
General Manager Corporate Services	policyregister@alpineresorts.vic.gov.au	September 2025	People, Culture & Remuneration Committee

8. Version Control

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