

TASMANIA

Working with Vulnerable People (Children) Registration



What is the Working with Vulnerable People (Children) Registration?

The Registration is used to determine a person's eligibility to work with children and young people based on their known past behaviour, criminal history and an assessment of their suitability to work with children and young people.

A Working with Vulnerable People (Children) registration must be undertaken in Tasmania for any employee, volunteer or contractor who has regular contact with young people, or manages persons regularly in contact with young people.

There can only be two results for the Check - a clearance or a refusal. People with a refusal cannot work or volunteer in child-related roles.

Who conducts the Working with Vulnerable People (Children) Registration in Tasmania?

The Department of Justice completes an assessment of the suitability of an individual to work with children and young people. **yourtown** makes a decision

regarding an individual's suitability to be employed to work with children in accordance with this assessment.

Do I need to have a Working with Vulnerable People (Children) Registration before I start work with yourtown?

Applicants are permitted to commence employment upon lodgment of a Working with Vulnerable People (Children) application.

Until you are issued with a registration card, you will work under direct supervision when working with children or young people. Ongoing employment is conditional upon positive clearance being received.

How long is a Working with Vulnerable People (Children) Check valid?

Clearances received are valid for three (3) years.

Call us to find out more!

07 3368 3399

or email recruitment@yourtown.com.au



yourtown
let's create brighter futures

recruitment@yourtown.com.au
yourtown.com.au

How do I submit a Working with Vulnerable People (Children) Check?

The first step is to submit your application online by going to www.justice.tas.gov.au/working_with_children/application. Once your application form has been completed online, you need to print the 'Application Receipt'.

To complete the application, you must take your 'Application Receipt' along with proof of your identity to a Service Tasmania office and pay the application fee. You will also have your photo taken at this time. Visit www.justice.tas.gov.au/working_with_children/application for further details.

What identification is required?

One hundred (100) point proof of identity is required. A detailed list of document options can be viewed at www.justice.tas.gov.au/_data/assets/pdf_file/0015/300408/Proof_of_Identity_Fact_Sheet_2.pdf

Do I have to pay for the Working with Children Check?

You must pay the application fee when attending the Service Tasmania office to provide proof of identity and have your photo taken.

Upon commencement of your employment, and receipt of a positive clearance, **yourtown** will reimburse you the full amount. A documented procedure exists to assist you to lodge a reimbursement claim.

What happens after I lodge a Working with Vulnerable People (Children) Registration application?

On submitting an application online, you will be

issued with an 'application receipt'. You will need to provide this number to **yourtown** to commence employment. **yourtown** will verify your application using this number.

If your application is successful you will be issued with a Working with Children Registration Card. You must provide a copy of this card to **yourtown** Human Resources.

What happens if I receive a refusal?

People with a refusal cannot work or volunteer in child-related roles and will not be employed by **yourtown**. You can request a review of the refusal by lodging an application for a review with the Magistrates Court (Administrative Appeals Division) within 28 days of having your application refused. For more information visit the Administrative Appeals Division website.

Confidentiality and Privacy

yourtown is committed to protecting your privacy and all personal information provided to us by our clients, customers, donors, personnel, sponsors, funding bodies and other members of the community.

We demonstrate this commitment every day through our ongoing compliance with Commonwealth privacy legislation and principles, and by managing criminal history information in accordance with relevant regulations and standards.

For more information:

- For more information about the Working with Vulnerable People (Children) Registration process, please view the following website:

www.justice.tas.gov.au/working_with_children

- For other information, please contact **yourtown's** Human Resources department:

People & Culture Team on 07 3368 3399

Email: recruitment@yourtown.com.au

**Call us to
find out more!**

07 3368 3399

or email [recruitment@
yourtown.com.au](mailto:recruitment@yourtown.com.au)



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