

Working with Children Check Policy

Receipt of exclusion notice or interim exclusion notice procedures



Mercy College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Working with Children Check (WWCC) failure – receipt of exclusion notice or interim exclusion notice

If a volunteer or staff member at Mercy College receives an Exclusion notice or Interim Exclusion notice, the following procedure applies:

Working with Children Check Victoria will notify MACS if a person employed at Mercy College receives an Exclusion notice. MACS will then notify the school immediately. MACS will not be told the reason for the Exclusion notice. By law, the person must tell the school in writing within seven days of the date they are given the notice. Once issued, the person is not allowed to do any child-related work effective from the date listed on the notice. Please refer to the [Working with Children Check Victoria website](#) for more information.

The person has an opportunity to apply to the Victorian Civil and Administrative Tribunal (VCAT) for a review or to get an assessment notice. They are only permitted to recommence 'child-related' work at the school upon successfully reapplying for a Working with Children Check (WWCC) and by providing a copy of their new WWCC to MACS.

If a volunteer or staff member at the school receives an Interim Exclusion notice, the person has the opportunity to explain why they believe they should pass the check and respond to the reasons the Interim Exclusion notice was given.

This notice should be read in conjunction with related policies and resources concerned with child safety, and with the school's documentation regarding child safety and wellbeing.

Responsible director	Director, Catholic Mission, People and Culture
Policy owner	General Manager, Employee Relations
Approving authority	Director, Catholic Mission, People and Culture
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Date of next review	September 2023