



What is the Working with Vulnerable People Scheme?

The ACT Government's Working with Vulnerable People (WWVP) Scheme is an important way to ensure that the more vulnerable members of our community are appropriately protected.

The *Working with Vulnerable People (Background Checking) Act 2011* (WWVP Act) requires those who work or volunteer in certain regulated activities with vulnerable people to be registered with Access Canberra.

Who is a vulnerable person?

The WWVP Act defines a person as being vulnerable if they are a child under the age of 18 years or an adult who is experiencing disadvantage, and is accessing a service related to the disadvantage.

What is a regulated activity?

Regulated activities are outlined in Schedule 1 of the WWVP Act and begin in different years depending on the type of activity or service you work in. The following table summarises the regulated activities and shows the timeframe for employees and volunteers in each regulated activity to be registered.

Year	Regulated Activities (See schedule 1 of the WWVP Act for further details)	Timeframe for first registration
1	Activities or services for children: <ul style="list-style-type: none"> • Child Protection Services • Justice Facilities for Children • Childcare Services • Child Education Services • Child Accommodation Services • Counselling and Support Services for Children • Commercial Services for Children 	Must be registered
2	<ul style="list-style-type: none"> • Services for Homeless People • Victims of Crime • Community Services • Disability Services • Respite Care Services • Religious Organisations 	Must be registered
3	<ul style="list-style-type: none"> • Coaching and Tuition Services • Vocational and Educational Training • Clubs, Associations and Movements • Services for Migrants, Refugees and Asylum Seekers 	8 Nov 2014 to 7 Nov 2015
4	Review of WWVP Act No <u>new</u> services or activities to commence <ul style="list-style-type: none"> • Renewals for activities or services captured in year 1 • New entrants to all regulated activities in years 1-3 	8 Nov 2015 to 7 Nov 2016
5	<ul style="list-style-type: none"> • Housing and Accommodation • Prevention of Crime • Emergency Services Personnel • Transport • Renewals for activities or services captured in year 2 • New entrants to all regulated activities in previous years 	8 Nov 2016 to 7 Nov 2017
6	<ul style="list-style-type: none"> • Mental Health • Justice Facilities • Services for Addictions • Renewals for activities or services captured in year 3 • New entrants to all regulated activities in previous years 	8 Nov 2017 to 7 Nov 2018

Working with Vulnerable People Overview

How do I know if I am working or volunteering in a regulated activity and will need to be registered?

Access Canberra has developed a simple online test to help determine whether you are working or volunteering in a regulated activity and whether you will be required to register.

To take the online test, please visit www.act.gov.au/wwvptakethetest

Who does not need to be registered?

Registration is **not** required if the person:

- is working or volunteering in a non regulated activity
- is under 16 years old
- does not work or volunteer with vulnerable people for more than 3 days in 4 weeks and 7 days in 12 months
- is a close relative of the vulnerable people they work or volunteer with.

Section 12 of the Act contains further details of circumstances under which a person does **not** need to be registered.

If you are unsure whether you need to be registered, take the online test at www.act.gov.au/wwvptakethetest

Is there any cost for registration?

An application fee is charged for people working with or wanting to work with vulnerable people in the ACT.

Fees are the responsibility of the individual, not the employer, and are a tax deductible expense.

There is no cost to volunteers unless they are also *employed* in another service that is considered to be a regulated activity.

What are the penalties for failing to register?

A person commits an offence under the WWVP Act if they:

- engage in a regulated activity and do not have a registration allowing them to engage in the regulated activity, or
- participate in a regulated activity that requires them to be registered and are asked to produce their registration card by a police officer or authorised person and they do not produce it.

Penalties may apply to an employer and the person.

Are employers required to do other employment checks?

The WWVP Scheme is one way to create safe places and establishes mandatory minimum checking standards that apply across regulated activities. The Scheme does not prevent employers or volunteer organisations from doing their own employment checks.

How can parents and carers support the WWVP Scheme?

Parents, carers and vulnerable people can help strengthen the effectiveness of the WWVP Scheme by asking to see the Registration Card of people who work or volunteer with children and vulnerable adults in the ACT. They can also report any issues to Access Canberra.

How do I apply for WWVP registration?

You can complete your WWVP application in 2 ways:

1. completing an online application form for a Working with Vulnerable People (WWVP) registration found at www.act.gov.au/accessCBR
- or
2. contacting Access Canberra to have a paper application sent to you.

Further information

Web: www.act.gov.au/accessCBR

Phone: 13 22 81

Email address: wwvp@act.gov.au

In person: at Access Canberra Shopfronts

Postal address: Access Canberra
GPO Box 158
CANBERRA CITY ACT 2601