

Working With Children Policy



GSS Group
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Date: 03/02/2026
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To enable GSS Group to meet the Victorian state government legislative requirements of the *Working with Children Act 2005* and contribute to child safe practices relating to employees and contractors of the GSS Group.

Scope

This policy applies to all GSS existing, new, and prospective employees, contractors and subcontractors who are to be engaged in child-related work in the occupational fields or other areas that deliver goods and services that usually involves direct or indirect contact with a child or children.

Policy Statement

GSS Group are committed to providing a child safe environment and ensuring that children are able to experience the fundamental right to be safe from all forms of child abuse. This policy will ensure compliance with the requirements of the *Working with Children Act 2005* and its regulations. The policy will apply to all occupational fields or other areas that deliver services to children that are part of and operate across GSS Group.

GSS Group requires all current, prospective employees, contractors and subcontractors who are to be engaged in child-related work in the occupational fields or other areas to:

- have a current WWC Check and subsequent WWC Card, or
- undergo a WWC Check as prescribed by the *Working with Children Act 2005*.

All current, prospective employees, contractors or subcontractors must hold a current Assessment Notice and a WWC Card prior to engaging in any child-related work in the occupational fields or other areas that deliver goods and services within GSS Group.

As per the *Working with Children Act 2005*, it is the responsibility of employees to obtain an Assessment Notice and WWC Card prior to engaging in any child-related work within GSS Group. New and prospective employees will be required to present and have sighted their WWC Card prior to commencement of employment. WWC Cards issued for volunteers cannot be used for paid employment or engagement.

Where it is deemed that a new or prospective employee, contractor or volunteer will be required to have a WWC Check to work in child-related work, commencement of employment or engagement must not take place until such time that they have been issued an Assessment Notice and WWC Card.

It will be the responsibility of each employee, contractor, or subcontractors to renew and fund their WWC Card when it expires. It is an offence under the legislation to continue child related work until a valid Assessment Notice and WWC Card is re-issued.

GSS State Operations Manager will monitor and record renewal dates for contractors and subcontractors. Human Resources team will record renewal dates for all employees. The collection, recording and storage of WWC information will be the responsibility of ,

Human Resources team and will be conducted in accordance with legislative requirements. Where there is a relevant change of circumstance relating to the holder of a WWC Card, the holder must notify Human Resources in writing of the change within 7 days. A relevant change includes the holder being charged or convicted of an offence relating to children of a type specified in the *Working with Children Act 2005* or a non-conviction dealt with other than by conviction or finding of guilt for serious sexual, violent or drug offences.

In the case of an employee, contractor or subcontractor receiving a Negative Notice after a WWC Check has been conducted, GSS may take (and not be restricted to) any of the following steps against a current or prospective employee, contractor, or subcontractor:

- cease the work; or
- modify the work processes or duties associated with the child-related work; or
- re-design the position or work required; or
- re-deployment; or
- not make an offer of employment or engagement; or
- terminate the employment or engagement as per due process.

An employee, contractor or subcontractor who receives an Interim Negative Notice will have the right of appeal as legislated in the *Working with Children Act 2005*. In this case, GSS will take the necessary course of action that will ensure compliance to the legislation.

Responsibility

The Managing Director is responsible for ensuring the effective implementation of this policy and associated procedures.

The GSS Group Human Resources Team will be responsible for administering the policy and associated procedures.

Endorsed by:

Imran Mukhtar

Managing Director February 2026

