



AUSTRALIAN INSTITUTE of INTERNATIONAL UNDERSTANDING (AIIU) CRIMINAL RECORD (NATIONAL POLICE) CHECK & WORKING WITH CHILDREN CHECK (WWCC) POLICY

PURPOSE

The purpose of this policy is to ensure that the Australian Institute of International Understanding (AIIU):

- Protects the safety and wellbeing of all exchange students
- Undertakes appropriate Criminal Record Checks and Working With Children (WWC) Checks for all relevant persons
- Complies fully with Western Australian legislation and regulatory requirements and
- Maintains auditable evidence suitable for SEO registration and review.

This policy applies to AIIU operations in Western Australia.

LEGISLATIVE AND REGULATORY FRAMEWORK

This policy is developed in accordance with:

- The Working with Children (Criminal Record Checking) Act 2004
- Requirements administered by Working with Children Screening Unit (workingwithchildren.wa.gov.au)
- The Children and Community Services Act 2004
- The School Education Act 1999
- The National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia
- Applicable privacy and record-keeping legislation.

POLICY STATEMENT

AIIU is committed to maintaining the highest standards of child safety. AIIU will ensure that:

1. All officers, employees, contractors, volunteers and host family members who are engaged in child-related work obtain and maintain a valid WA Working With Children Check (WWC Check) where required under law.
2. Appropriate Nationally Coordinated Criminal History Checks (where relevant) are undertaken for persons with direct contact with students or access to student personal information.
3. No person commences child-related work without verification of required clearances.
4. AIIU maintains a secure and auditable register of all clearances.



SCOPE

This policy applies to:

- AllU Management and Officers
- Employees (full-time, part-time, casual)
- Volunteers
- Contractors and consultants
- Host parents and adult household members (18 years and over)
- Any person with:
 - Direct personal contact with exchange students; or
 - Access to student records, personal data or sensitive information

WORKING WITH CHILDREN (WWCC) REQUIREMENTS: WESTERN AUSTRALIA

Under the Working with Children (Criminal Record Checking) Act 2004 (WA), child-related work includes work involving direct contact with children.

For AllU, this includes:

- Host family placement
- Student welfare monitoring
- School liaison visits
- Orientation activities
- Homestay interviews
- Program supervision
- Access to student records

Accordingly:

- All host parents and adult household members must hold a valid WA WWCC Card prior to student placement.
- All AllU staff and volunteers engaged in child-related work must hold a valid WA WWCC Card.
- WWC numbers, expiry dates and verification status must be recorded before engagement.

CRIMINAL RECORD CHECKS

In addition to WWCC requirements, AllU may require:

- National Police Checks (NPC) where role responsibilities include significant access to student personal records or organisational financial authority.
- Additional screening if required by school partners or regulatory authorities.

Criminal history information is assessed in accordance with child safety risk principles and legislative requirements.



HOST FAMILY SCREENING REQUIREMENTS

Before approving a host family in Western Australia, AIU will ensure:

1. All adult household members (18+) hold a valid WA WWCC Card.
2. Identity verification is completed.
3. A face-to-face (or approved virtual) home interview is conducted.
4. At least two character references are obtained.
5. The family signs AIU's Child Safety and Code of Conduct Declaration.

Student placement will not proceed until all screening requirements are verified.

VERIFICATION AND RECORD MANAGEMENT

AIU maintains a WWCC & Criminal Record Check Register containing:

- Full name
- Role
- WWCC card number
- Expiry date
- Date verified
- Police check status (if applicable)
- Renewal reminder date

Records are:

- Stored securely
- Access-restricted
- Retained in accordance with privacy and record retention obligations

Automated reminders are used to ensure WWCC renewals are completed before expiry.

ONGOING MONITORING

AIU will:

- Conduct annual compliance audits of its WWCC Register.
- Immediately remove from child-related duties any person whose WWCC is:
 - Expired
 - Suspended
 - Negative Notice issued
- Notify relevant authorities if required under law.



CONFIDENTIALITY AND PRIVACY

All criminal history and WWCC information is:

- Treated as sensitive information
- Stored securely
- Accessed only by authorised personnel
- Managed in accordance with applicable privacy legislation.

BREACH OF POLICY

Failure to comply with this policy may result in:

- Immediate suspension from duties
- Termination of employment or volunteer engagement
- Removal of host family approval
- Reporting to regulatory authorities where required.

REVIEW OF POLICY

This policy will be reviewed:

- Annually
- Reviewed annually or upon legislative amendment
- As part of continuous improvement
- Incorporated into AIU’s Child Safety processes and SEO compliance documentation

Policy last reviewed	February 2026
Approved by	General Manager
Consultation/Noting	AIU Management Team
Next scheduled review date	February 2027