

14 March 2019

To whom it may concern,

Re: Keeping Children Safe - residential camps - Journey Programs

As a provider of services for children, the Uniting Church takes our responsibilities and obligations to provide a safe place for children, very seriously. We are acutely aware of our legal requirements under the *Working with Children Act 2005* and the subsequent amendments as detailed on the Working with Children website published by the Department of Justice and Community Safety, Victorian Government.

Uniting Church Camping (UC Camping) has undertaken a state wide Child Safe Implementation Program with a key focus of implementing the Victorian Child Safe Standards.

This program has ensured that the following measures are adhered to and monitored;

1. Pre-employee screening for employees and volunteers, including:
 - Interviewing with specific questions about suitability to work with children (including other vulnerable people);
 - Ensuring at least two reference checks that include questions specifically about the candidate's suitability to work with children;
 - Conducting a Working With Children Check (WWCC) with UC Camping as the nominated employer and,
 - Conducting police records checks.
2. Mandated child protection training for all staff.
3. Registered employee commitment to a Working with Children Code of Conduct (attachment 1).
4. Maintenance of a central record of all WWCCs. All site managers have direct access to this database.
5. Visitors register. All visitors, subcontractors, tradespeople, delivery staff, activity and other service providers must sign in when on a UC Camping premises.
6. All UC Camping employees hold an up to date WWCC.

We trust this information outlining our commitment to keeping children safe, satisfies your requirements. Please let me know if you require further information.

Yours sincerely,



Daniel Murray
Director
UC Camping



Josh Tuhipa-Turner
Safe Church Coordinator
Culture of Safety Unit, Secretariat



Liz Sadler
A/g Director People & Culture
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