



18 February 2020

To whom it may concern,

Many schools, businesses and groups enquire regarding the Working With Children Checks and qualifications of third party providers we use as well as staff that we employ. This document is to assist in clarifying where UC Camping stands from our own Policies and Procedures as well as Employment Agreement.

Any third party provider we engage is strictly a relationship between ourselves and them. Accordingly, as part of UC Camping's engagement of third party contractors, we conduct a thorough screening that includes requesting copies of Certificates of Currency and Standard Operating Procedures, Working with Children Checks but we also conduct a physical assessment of their services. These are conducted annually with all providers. Therefore, the relationship between the provider is between ourselves and them directly. I'm attaching a copy of our Contractor Form for your perusal.

In terms of staff that we directly employ, our UC Camping Employment Agreement requires each employee to have:

- Face-to-face interview
- Minimum two reference checks
- Working with children check
- Police record check
- Child Protection training
- Code of Conduct training
- Assessment of relevant qualifications and/or experience of skills

Please find attached a copy of our Child Protection Declaration, Child Protection Code of Conduct document and our Certificate of Currency.

Many of these documents can also be found on our website at: www.uccamping.org.au/merricks/resources

If you require any further assistance with meeting your compliance obligation, please contact me.

Yours sincerely,

Daniel Murray
Director
UC Camping