



Working with Children Check Policy

Rationale:

School Council has a responsibility to ensure the safety of all children and employees and maintain the security of assets by requiring and maintaining high standards of professional conduct from employees and volunteers. The Working with Children Check (WWC) creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. As of the 1 January 2008, all schools are required to comply with the Working with Children Act 2005, and ensure that any person unsuitable to be involved in 'child related work' does not do so.

Aims:

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students and who are required to have Working with Children Checks, do so
- To ensure that our school complies with the relevant Acts and laws.
- To provide an environment that is safe.

Implementation:

- All workers or volunteers in 'child related work' must undergo Working with Children checks prior to commencing work.
 - You are considered to be performing 'child related work' if you work or volunteer at a school or school related activities, and you volunteer or do this work on a regular basis, and you have direct contact with children under 18yrs of age which is unsupervised, and you do not qualify for an exemption.
 - Any parent volunteering on a regular basis will be required to obtain a working with children check.
- Teachers and Principals who are registered with the Victorian Institute of Teaching (VIT) are exempt from the *Working With Children Act 2005* and do not require a WWC check. VIT registration cards will have the letters 'CRC' if the member has undergone a criminal records check. Police officers are exempt also.
- Casual Relief Teachers (CRT's) are registered with the VIT and do not require a WWC Check. CRT's are required to have undertaken a criminal records check within the last three years.
- Education Support staff must undergo a WWC check.
- School Councillors, employees and volunteers of the school, to whom the Act applies will undergo a WWC check. Volunteers who assist on excursions or help in the classroom must complete a satisfactory WWC.
- The WWC cards issued will display the letters E or V. E is suitable for employment and V indicates volunteer.
- A 'Working With Children Check' is not required for persons under 18 years of age.



- A WWC check is valid for up to five years after which it needs to be renewed if the holder wishes to continue in child-related paid or voluntary work.
- School Council does not pay for Working with Children checks.
- The School Administration, on behalf of School Council will maintain a register with up to date WWC Checks.
- An annual online verification checking the status of all WWC cards will be completed by the office. : www.justice.vic.gov.au/workingwithchildren
- An employee or volunteer who receives a Negative Notice or an Interim Negative Notice is required by law to inform their Principal or manager within seven days.
- Verification of a criminal record is achieved by ensuring the employment of new school based employees proceeds in accordance with legislative obligations pursuant to the *Working With Children Act 2005* (for non-teaching employees and volunteers) and to the *Victorian Institute of Teaching Act 2001* (for Principals and teachers).
- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

References:

www.justice.vic.gov.au/workingwithchildren

<http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Working With Children Check Application Guide and Form

HR: Suitability for Employment – 2006

Teaching Service Act 1981 – Ministerial Order No 193

<http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Find/FAQs/>

WWCC Dates for Implementation (Information Manual)

** New DET employees are to name the Department of Education and Training, 2 Treasury Place, East Melbourne, 3002, telephone 96372595 as the name of the organisation where they intend to work (WWC form - Question 12). New School Councillors, employees and volunteers name the school at which they intend to perform the 'child-related work'.

Certification

This policy was endorsed by School Council at the meeting held May 2018.

This Policy is due for evaluation May 2021.