



Working With Children Check Policy

Rationale:

The Department of Education and Early Childhood Development (DEECD), and School Councils, have 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 (WWC) check is a minimum checking standard set by the Working With Children Act 2005 for those who work with children, either on a paid or voluntary basis. It aims to assist in protecting children from sexual or physical harm.

The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

Aims:

1. To create a mandatory minimum suitability standard for people who work or volunteer with children.
2. To provide ongoing monitoring of those who hold a Working With Children (WWC) check.
3. To review a person's suitability to hold a WWC Check card.
4. To protect children from harm by checking a person's criminal history for serious offences.

Implementation:

A WWC check is valid for up to five years and transferable between jobs or volunteer organisations.

WWC check obtained for the purpose of voluntary work, as indicated by the letter "v" on the card. May not be used for the purposes of paid work.

The WWC Check consists of a national criminal history check. Not all criminal offences will be taken into account, only serious sexual, violence or drug offences, or pending charges. Police Checks may be required as well for some activities.

COMPULSORY WWC CHECKS

- All School Service Officer (SSO) and Student Support Service Officers (SSSO) staff employed at Kew Primary School.
- Technical Support to Schools Program (TSSP) Technicians
- Out of School House Staff (OSHC)
- Student Teachers
- Home stay families
- Tutors or professionals working with students during normal school activities and times at school.

- Parents and volunteers attending school camps and excursions
- Parents and volunteers who coach and /or support sports teams in which their child does not participate
- Any casual, short or long term staff member employed by Kew Primary School or School Council (e.g. staff employed to assist with maintenance of the school grounds).
- Parents and volunteers engaging in work as a volunteer in which their child does not participate
- Other volunteers engaged in regular work or either paid or unpaid

Exemption:

- Teachers and Principals currently registered with the Victorian Institute of Teaching
- Casual Relief Teachers currently registered with the Victorian Institute of Teaching
- People under 18 years of age
- (Parent volunteers whose child ordinarily participates in the activity)
- Sworn police officers
- Visiting workers, including guest speakers who do not ordinarily reside and perform child-related work in Victoria
- Contractors who are in schools outside normal school hours

Implementation:

The school will keep the relevant details of those people who have obtained a WWC Check so that it will not be necessary to produce the Check on every occasion. This register will be maintained by the Business Manager.

WWWC checks will be updated on an ongoing basis. At the start of every year all WWCs will be checked against the Departments Central Register for continues suitability. This will be done by the Business Manager.

All staff are required to be registered with the Victorian Institute of Teaching (VIT) and are therefore exempt from requiring a Working With Children Check as registration requires this check.

Any person registered with the VIT seeking casual or contract employment must provide a copy of a current registration before commencing. Employment agencies used by the school require the same for Casual Relief Teaching.

All employees and volunteers of Kew Primary School are responsible for acquiring and maintaining current WWC Checks.

Reimbursement of fees incurred by individuals will be at the discretion of the Principal.

Resources:

Working with Children website

www.justice.vic.gov.au/workingwithchildren

Australia Post online application lodgement

www.auspost.com.au/workingwithchildren

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

This policy was ratified by School Council - 2016