Working With Children Check Policy

Rationale:

- In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children (WWC) Check 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.

Aims:

- To ensure Kew Primary School is compliant with the Working with Children Act 2005.
- To ensure volunteers, employees and visitors working at Kew Primary School, who fall within the guidelines determined by the Working with Children Act are compliant with the Act.

Guidelines:

- 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 Hours (OSH) staff
- Religious Education Instructors
- Student Teachers
- Home stay families
- Tutors working with students during normal school activities at the school.
- Parents and volunteers attending school camps
- Parents and volunteers who coach and/or support sports teams in which their child does not participate
- Any casual or short term staff employed by Kew Primary School or School Council (e.g. staff employed to assist with maintenance of the school grounds, performing arts, music tuition, )
- Parents and volunteers engaging in work as a volunteer in which their child does not participate.
- Other volunteers engaged in regular, direct and unsupervised or supervised child-related work either paid or unpaid
Exemption:
- Teachers and Principals currently registered with the Victorian Institute of Teaching
- Casual Relief Teacher 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.
- WWC checks will be updated on an ongoing basis. At the start of every year all WWC checks will be checked against the Department’s Central Register for continued 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 School Support Officers (SSO) employed must have undertaken a Working with Children Check by 31/12/2007.
- All student teachers must have undertaken a Working with Children Check before their placement.
- Any casual staff member employed prior to 31/12/2007 requires a Police/WWC Check obtained within the last three years to undertake duties in the school. Should employment continue beyond 31/12/2007 a WWC Check or VIT registration is required.
- Sufficient time will be given for volunteers attending camps to obtain a WWC Check.
- 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.

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