

Wantirna South Primary School

Working with Children Checks Policy

Rationale:

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:

The School and School Council aim to ensure all children are educated in a safe, caring and positive social environment. The aim is to ensure children under our care are protected from being exposed to unsafe situations by: ensuring all people engaged in 'child related work' with our students and have a Working with Children Checks; to ensure that our school complies with the relevant Acts and laws; and to provide an environment that is safe.

What is the WWC check?

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.

When is a WWC check required?

A WWC check is required for positions that meet all of the following criteria:

- involve contact with children in connection with our School
- involve direct contact with children and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

What is the application process?

The candidate must complete a Working with Children Check application form. The forms are available online at <http://www.workingwithchildren.vic.gov.au/> or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation', candidates should ensure they state Wantirna South Primary School.

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

Further information about the application process is available on the Department of Justice (<http://www.workingwithchildren.vic.gov.au/>)

Implementation:

- All workers or volunteers related 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.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies Working with Children check requirements, and are therefore exempt. Police officers are also exempt.
- Parents who volunteer in relation to an activity in which his or her child ordinarily participates (eg: classroom reading) is also exempt. If the same parent volunteers in a class or activity that his or her child does not ordinarily participate in, then a check is required.
- Any parent volunteering on a regular basis will be required to obtain a working with children check.
- School Council does not pay for Working with Children Checks, this is the responsibility of the person working with the children. WWC Checks last for 5 years.
- All people required to have Working with Children Checks are issued a WWC Check Card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities. In the case of frequent visitors to the School the office will retain a copy of the WWC card on file, checking upon sign in for expiry of the card.
- Schools will maintain a record of volunteers with up to date WWC Checks.
- Schools and School Council require all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc all have Working with Children Checks.
- Schools will consider other activities such as incursions on a case-by-case basis.
- School Council requires all members of council to hold a current Working with Children Check.

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.

Reviewed: May 2018.

This policy was ratified by School Council.

FLOWCHART for WORKING WITH CHILDREN CHECKS

NB:
It is mandatory that
All volunteers and Locally
Employed staff hold current
Working with Children Checks.

Business Manager has primary
responsibility for checking and
processing WWCCs.

All Administration staff are also
responsible for fully
implementing this process in
the event of the Business
Manager's absence or at the
instruction of the Business
Manager.

