



WORKING WITH CHILDREN CHECK

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.

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

This policy applies to all positions at the school including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

Definitions

- Child: a person who is under 18 years.
- Student: any child who is enrolled at the School.

Aim:

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people who are to be involved in 'child related work' or contact with our students are required to have a Working with Children Check to do so.
- To ensure that our school complies with the relevant Acts and Laws.
- To provide an environment that is safe.

Implementation:

- As of the 1 January 2008, all workers or volunteers related in 'child related work' must undergo Working with Children checks prior to commencing work.
- Commencement in the school is conditional upon receipt of a successful Assessment Notice or Working with Children (WWC) check card. Any queries should be directed to the Principal.
- You are considered to be performing 'child related work' if you work or volunteer at a school or school related activities and you volunteer to 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.
- School Council does not pay for Working with Children checks.

- All people required to have a Working with Children check are issued a Working with Children 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.
- School Council requires that 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.
- A photocopy of the Working with Children check card, with details updated, must be on the school register (if individual is a staff member, a copy is to be kept on the staff member's personnel file).
- School Council requires that suitable monitoring procedures are in place to ensure staff members hold a valid Working with Children check card at all times.

Evaluation:

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

This policy was last ratified by School Council in....

July 2016