



WORKING WITH CHILDREN CHECKS POLICY

Rationale:

- Working with Children Checks (WWC) of employees and volunteers assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional conduct.

Aims:

- To ensure all employees, visitors, and those volunteers involved in activities with direct contact, are responsible and of sound character. Direct contact is defined to include physical, face-to-face, oral, written and electronic contact.

Implementation:

- In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a DET requirement that all new employees, including those applying for transfer or promotion undergo a satisfactory Working with Children Check which includes a Police Record Check within that framework.
- Teachers who have current registration with the Victorian Institute of Teaching (including Provisionally Registered Teachers) are exempt from needing a WWC Check for any “child-related” work as they are already checked by a similar scheme.
- A WWC Check is valid for five years. It is the responsibility of the individual to ensure this check is updated after five years have lapsed.
- Employees requiring a WWC will be required to organise and pay for the checks themselves.
- School Council also requires that volunteers who are likely to have direct student contact (eg: camps, sleep-overs, excursions, sporting team coach, swimming programs) to have a WWC.
- Parent volunteers (such as reading mothers and parent helpers in the classroom) whose child ordinarily participates in that activity are exempt from applying for a check (*see WWC website reference cited in footnote*). However, if they volunteer in activities that their child is not a part of, they are required to have a WWC.
- Parent volunteers (as mentioned above) must work under the supervision of the classroom teacher and be visible by the classroom teacher at all times.
- Working with Children checks of volunteers are the responsibility of those volunteers.
- The principal will decide which other groups of volunteers require Working with Children checks.
- Reasons for volunteers to undertake WWC, as well as the fact that volunteers on camps etc have all obtained a WWC, will be publicised in the school newsletter.
- Visitors, contractors or similar persons who are likely to have direct student contact are required to have a WWC. The WWC must be sighted and registered at the office prior to student contact.

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 2017.