

WORKING WITH CHILDREN CHECK POLICY

RATIONALE

Anyone who works or volunteers in a Victorian Government School is required to hold a WWCC unless they fall within the exemptions listed in the *Working With Children Act 2005* (the Act).

The Act sets out minimum checking standards across Victoria for people who work or volunteer with children. The purpose of the Act is to *'to assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body'*. Chatham Primary School will meet these standards.

AIMS

1. To do our utmost to ensure the safety of all children.
2. To maintain high standards of professional conduct.
3. To meet our legislative obligations under the *Working with Children Act (2005)*.

IMPLEMENTATION

- **Working or Volunteering** under the act includes the following: *'Educational Services, coaching or tuition services, counselling or other support services for children, overnight camps for children, and clubs, associations or movements (including of a cultural, recreational or sporting nature) that provide services or conduct activities for, or directed at, children or whose membership is mainly comprised of children'*.
- Chatham Primary School will ensure existing staff and volunteers are informed of the requirement to undergo a WWCC, and direct them online to access the form.
- All Chatham volunteers who are required to have a WWCC must nominate Chatham Primary School as an organisation in the 'Organisation Details' section of their WWCC application form or update the Organisation Details of their existing WWCC within *'21 days of commencing child related work'* at Chatham.
- Volunteers and staff must show their WWCC to the school office once their card is received, which will be recorded and filed alphabetically in a WWCC folder and added on to the school register, before commencing any form of paid or voluntary work within the school, as well as be able to produce their card at any time whilst working with children at Chatham Primary School. (A receipt will not be accepted while the card is pending).
- The school will regularly check the status of staff and volunteers WWCCs at <https://online.justice.vic.gov.au/wwccu/checkstatus.doj>
- The Business Manager has primary responsibility for checking and processing WWCCs. All front of office and administrative staff are also responsible for carrying out this process.
- Volunteers and staff are not permitted to work at the school in any capacity if their WWCC is suspended or if they have received a WWCC Negative Notice. They may recommence work once they have successfully obtained a new/re-instated satisfactory WWCC.
- At Chatham we require all staff (e.g. aides, administrators, cleaners, instrumental music teachers, canteen manager, etc) and visiting specialists (e.g. SSOs, Speech Pathologists, Occupational Therapists, Psychologists, etc) to have a WWCC.
- At Chatham we require anyone who has direct contact with Chatham children, including volunteers, to hold a valid WWCC. This includes persons who: attend school camps, supervise groups on excursions, coach sports teams/groups, run lunchtime clubs, supervise groups of children at official school functions and events (e.g. school disco, sporting and swimming carnivals, etc) or have any other form of direct contact with Chatham children. Direct contact includes oral, written or electronic communication as well as face-to-face contact. However, if the activity only involves occasional contact with children and is incidental to the activity, such as participation in working bees or fundraising activities, a WWCC will not generally be required.
- At Chatham we require all student teachers on practical teaching rounds and internships to have a WWCC.
- At Chatham we require all contractors who work on site during school hours to have a WWCC.
- **Exemptions:** Some people are exempt from needing a WWCC. This is usually because they have other forms of ongoing regular criminal record checks as part of their occupation that are deemed to be more stringent or consistent with a WWCC. Exemptions include teachers who are currently registered with the Victorian Institute of Teaching, and Victorian and Federal police officers who are not suspended from duty.
- The Principal may require a prospective employee or volunteer to undergo a National Police Record Check in addition to holding a WWCC if it is deemed appropriate to the responsibilities of their work (e.g. financial responsibilities).

Status: *This policy was approved by School Council in May 2018*

Policy Review Date: *2021*

APPENDICIES

- NIL

REFERENCES

- DET - School Policy and Advisory Guide:
<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>
- Education and Training Reform Act 2006:
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)
- Working With Children Act 2005, Version 035:
http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/
- Working With Children Check Victoria:
<http://www.workingwithchildren.vic.gov.au/>
- Working With Children regulations 2006:
http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/
- Education and Training Reform Act 2006:
http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/
- Police Regulation Act 1958: http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/
- Victoria police – National Police Record Check: http://www.police.vic.gov.au/content.asp?Document_ID=274