



WILLOW GROVE PRIMARY SCHOOL

WORKING WITH CHILDREN CHECK POLICY

PURPOSE

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. Changes to the Working with Children Act took place on 1st August 2017 and are reflected in policy guidelines below.

The changes to the Act are designed to strengthen the protection of Victorian children by implementing key recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

The changes do not affect the requirement for individuals who engage in 'child-related work' to have a Working with Children Check (WWC Check). 'Child-related work' is any work that involves 'direct contact' with a child that is part of the person's work. It does not include occasional direct contact with a child that is incidental to the work the person is performing at the school (whether or not that work is paid).

AIMS

1. To ensure the provision of a safe and secure environment for the students.
2. To ensure volunteer helpers have received a clearance by the police.
3. To ensure all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

GUIDELINES

1. As of 1 January 2008, all workers or volunteers related in 'child related work' must undergo Working with Children Checks prior to commencing work.
2. Working with Children Checks are valid for 5 years and must be renewed after this period of time if the volunteer wants to continue to work with children.
3. To be performing 'child related work' means if you
 - work or volunteer at a school or school related activities, and
 - volunteer or do this work on a regular basis, and
 - have direct contact with children under 18 yrs of age which is unsupervised, and
 - do not qualify for an exemption. Refer to <http://www.justice.vic.gov.au/wps/wcm/connect/justlib/Working+With+Children/Home/Application+Process/Who+Needs+to+Apply/WWCC+-+Exemptions+from+Applying+for+a+Check>
4. All teaching staff members are registered with the Victorian Institute of Teaching, and undergo annual ongoing monitoring that satisfies Working with Children Check requirements, and are therefore exempt.
5. School Council requires that all volunteers directly involved in for example, but not limited to, class support activities, school camps, excursions, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc have Working with Children Checks
6. School Council does not pay for Working with Children Checks, however they are free to volunteers.
7. School Council expects volunteers to carry their Working with Children Check Card at all practicable times when working or volunteering at the school or during school related activities.
8. The school will maintain a record of volunteers with up to date Working with Children Checks. This record is located in the Administration Safe in the Principal's Office.
9. School Council will consider if Working with Children Checks are required for other activities such as incursions on a case-by-case basis.
10. The teacher in charge of organising specific school and class based activities is responsible for ensuring that parents have valid Working with Children checks.

EVALUATION

This policy will be reviewed as part of the schools 3 year review cycle or as required due to changes in relevant Acts or should situations arise that require earlier consideration.

Ratification	Review Date	Policy Number	Date Produced
Date-15th/11/2011	2014	3/4	2014

This policy should be read in association with:

- 1. PARENT/CARER INVOLVEMENT AND PARTICIPATION POLICY**
- 2. VOLUNTEERS AND PRIVACY IN THE SCHOOL COMMUNITY PROTOCOL**
- 3. VISITORS' PROTOCOL**