Working With Children Check

Rationale

The Working with Children Check (WWC) affects many people in the Victorian community. People who work or volunteer with children, and employers, agencies and volunteer organisations that employ people in child-related work are most affected. This includes people working in schools. The WWC Check was developed through extensive public consultation, and aims to strike a balance between protecting children, promoting volunteering and safeguarding individual rights. Volunteers add significantly to the human resources available to the school, and are encouraged, supported and recognised.

We are complying with legislation by ensuring that all who are working on behalf of the school, in a voluntary or paid capacity, have a current Working With Children Check. Voluntary work includes support in the classroom or assistance on excursions or camps.

- The Working with Children Act 2005 has introduced a Working with Children Check (WWC Check) and minimum suitability standards for certain people who work or volunteer with children.
- The Department of Education and school councils will have legislative obligations under the Act with respect to ensuring certain volunteers and employees have applied for, and receive a WWC Check.
- The WWC Check has the unique benefit of providing ongoing monitoring for offences. Checks are also valid for five years and are transferable between jobs or volunteer organisations.
- Further information on the WWC Check and the Act can be obtained at www.justice.vic.gov.au/workingwithchildren
- We will take every step possible to ensure the safety of our students.
- We will ensure all volunteers/employees/tradespeople/contractors/consultants working at Croydon Hills Primary School who fall within the guidelines determined by the Working with Children Act are compliant with the Act.

Implementation

- The school will make available application forms for volunteers wishing to apply for a WWC Check.
- At the start of each year, this policy will be communicated to the school community through the inclusion in the newsletter.
- The school will keep a register outlining who has obtained a WWC Check so that it will not be necessary to produce it on every occasion.
- Notices which seek parent helpers will make it clear that a WWC is required under the Working with Children Act 2005.
- All teaching staff are required to be registered with the Victorian Institute of Teaching (VIT) and are therefore exempt from requiring a Working With Children Check as registration requires this check.
- Any person registered with the VIT seeking casual or contract employment must provide a copy of a current registration before commencing. Employment agencies used by the school require the same for Casual Relief Teaching.
- All Educational Support Officers (ESO) and Other Non-Teaching Staff employed must have undertaken a Working With Children Check.
- At the school’s discretion all Trades people/Contractors/Consultants employed and/or working at the school may be required to have a WWC Check.
- All employees and volunteers of Croydon Hills Primary School are responsible for acquiring and maintaining a current WWC Check.
- All parent/guardian volunteers working on behalf of the school, regardless of whether their child is present or not, are required to have a WWC.
Evaluation

- An accurate register will be kept in the School Office of WWC Checks and past Criminal Records Check holders.
- There will be regular and systematic checks by the leadership team of visitors to the school to ensure this policy is adhered to.

References:

Department of Education Website–Being Involved At School 5-18
Department of Justice

Review

As part of the school's cyclic process