



Working with Children Check Policy and Organisational Flow Chart

Policy Statement

Kororoit Creek Primary School will assess and verify the suitability of staff and volunteers who will work with children. Unless an exemption applies to a person, (eg. Police officer, Teacher) A valid Working with Children Check (WWCC) is the minimum standard for all adults working with children. If a volunteer's occupation exempts them from the requirement to have a WWCC, they must provide evidence to support their claim to an exemption.

The Working with Children check (WWCC) 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). The intent of this procedure is to outline, which positions at the school require a WWC check and the process to be followed. This procedure applies to all positions at 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 of age

Student: any child who is enrolled at the school

Policy Purpose

To minimise the risk of harm to students by requiring staff and volunteers of Kororoit Creek Primary School to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy

Implementation

It is the responsibility of the principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the principal must be satisfied that the person meets the required Suitability for Employment Checks. See **Suitability for Employment Policy**:

http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf

To maintain high standards of conduct and professionalism in our school, Kororoit Creek Primary School will ensure that the Department's procedures for criminal record checks are implemented.

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Kororoit Creek Primary School will adhere to the Department procedures for the conduct of criminal records checks for all school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWC Checks to meet the Department's pre-employment suitability for employment requirements.

Working with Children Check

The WWCC is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis. It checks for serious sexual, violent and drug-related offences as well as disciplinary findings of professional agencies such as the Victorian Institute of Teaching.

To be a volunteer at Kororoit Creek Primary School a valid Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years

- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

Volunteers

WWC Checks are required by all volunteers who will be working with students for school activities whether or not supervised by a teacher and whether or not the activity is on school grounds or during school hours.

For example, a volunteer who is assisting at a school camp or any other approved school activity outside of school grounds will require a WWCC.

A volunteer can commence work at Kororoit Creek Primary School when they provide a receipt as proof they have applied for a WWCC with the Department of Justice and have otherwise been considered by the school to be suitable.

Staff – Education Support

A current satisfactory Working with Children Check E (Employment) is required by all Education Support Staff, including Casual ES Staff and any workers based at our School (even if not employed by the School such as Maintenance, IT Staff).

Maintaining Records

It is the responsibility of the Administration Office to ensure prior to employment that any prospective new employees are compliant with their WWC Check. (Note if a person is registered with the VIT this replaces the requirement for a WWC Check). A Copy of the staff member or volunteer's WWCC will be kept on file at the school.

It is the responsibility of each ES Staff member, and other workers and volunteers

- to ensure that their registration is current. This information can be accessed by visiting <https://online.justice.vic.gov.au/wwccu>
- notify the principal if there has been a relevant change in circumstances eg. If they have been charged or found guilty of a new relevant offence or if their WWCC has been suspended.
- Eight weeks prior to the WWC Check expiring, a pre-populated renewal application form will be sent to the cardholder. It is the employee or volunteer's responsibility to apply for a new WWCC before the expiry date.

At the commencement of each term, the Working with Children Register is to be checked for employees whose card is due to expire.

Once the employee has renewed the card, office administration will update the new expiry date on Edupay and CASES21 then update the register spreadsheet. <U:\Human Resources\Education Support WWC VIT\WWC ES Register.docx>

Any worker or volunteer who does not have a current satisfactory Working with Children Check will be removed from their duties.

Privacy

Kororoit Creek Primary School will apply privacy principles when collecting, using, retaining or disposing of personal or health information in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Links and References

School Policy Advisory Guide:

- [Volunteer Checks](#)
- [Volunteer Workers](#)

DET Human Resources:

- [Suitability for Employment Checks](#)

External Links:

- [Victorian Institute of Teaching](#)
- [Working with Children Check](#)

Evaluation

This policy will be reviewed at least annually or more often if necessary due to changes in legislation or circumstances.

This policy was last ratified by School Council on 02 August 2016

Term Date	Register Checked
27/01/2016	<i>Karen Ogilvie</i>
11/04/2016	<i>Karen Ogilvie</i>
11/07/2016	<i>Karen Ogilvie</i>
03/10/2016	

