

# WORKING WITH CHILDREN CHECK POLICY

## Definition

The Working with Children (**WWC**) Check is a minimum checking standard set by the **Working With Children Act 2005** (the **Act**) to protect children from sexual and physical harm.

## Rationale

The WWC Check screens the criminal records and the professional conduct of people who work with children, either on a paid or voluntary basis. In line with the Act, the School requires:

1. All persons who wish to volunteer their time and be in contact with students including oral, written or electronic communication as well as face-to-face and physical contact to apply for and obtain a valid WWC Check. Eg. Online tutoring or online counselling
2. That if a volunteer's occupation exempts them from the requirement to also have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.
3. The Principal may, at her discretion, request contractors and visitors to the School to have a valid WWC Check. A register of all contractors and visitors is maintained in the Administration Office
4. If a person's contact with children as part of their child-related work is supervised by another person, they will still need to apply for a Working with Children Check (Check).

Employees of the Department of Education and Training (**DET**) and local school-based employees are not subject to this policy.

## Aim

To outline the requirements for the immediate and ongoing implementation of the WWC Check at the School.

## Implementation

1. To be a volunteer at the School a WWC Check provided by the Department of Justice & Regulation (**the Department**) is required. A WWC Check card is:
  - 1.1. Valid for 5 years.
  - 1.2. Transferrable between volunteer organisations.
  - 1.3. Free of charge for volunteers, but cannot be used for paid employment.
2. A volunteer can commence work with the School when they provide a copy of their WWC Check card to the Administration Office. The Principal may, at her discretion, allow a volunteer to commence work with the School if they have applied for a WWC Check but have not yet received their WWC Check card.
3. **Parents/carers** will ensure that:
  - 3.1. They apply for a WWC Check and obtain a valid WWC Check card before they commence any volunteer work with children at the School.
4. The **School** will ensure that:
  - 4.1. It complies with the **Child Safe Standards** that have been introduced as part of the Victorian Government's response to the **Betrayal of Trust Inquiry**. These are compulsory minimum standards under the *Child Wellbeing and Safety Act 2005* that apply to organisations that provide services for children.

- 4.2. It complies with the **Reportable Conduct Scheme** requirements that came into effect on 1 July 2017.
- 4.3. A register of all volunteers is maintained in the Administration Office:
- 4.3.1. The register will include photocopies of WWC Check cards for all volunteers.
- 4.3.2. All volunteers for excursions and school camps will be checked against the register to ensure they have a valid WWC Check.

## Resources

- Working With Children Check  
<http://www.workingwithchildren.vic.gov.au/home/>
- DET School Policy & Advisory Guide  
Retrieved 19 June 2015, from  
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>
- Reportable Conduct Scheme  
<https://ccyp.vic.gov.au/reportable-conduct-scheme/>
- Child Safe Standards  
<https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>
- Betrayal of Trust Inquiry  
<https://www.parliament.vic.gov.au/fcdc/article/1788>

## Other School Policies

This policy should be read in conjunction with other relevant school policies found on our website, such as:

- Child Safe Standards Policy
- Volunteer Policy
- Code of Conduct
- Camp Policy
- Excursion Policy

## Evaluation

This policy will be reviewed as part of the School's three-year review cycle.  
Next Review Date: 2020

This policy was last ratified by School Council in: **September 2017**