



# SANDRINGHAM EAST PRIMARY SCHOOL

## Working With Children Check Policy

### Rationale

The Working with Children (WWC) Check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them.

The WWC Check does not assess a person's suitability to work with or care for children in a particular role. It is the responsibility of the organisation, in this instance Sandringham East Primary School ("SEPS") to assess if a worker is suitable to work with children and continue monitoring their behaviour around children.

SEPS will be vigilant at all times by doing thorough reference checks and establishing sound, ongoing supervision practices so that children are safe from harm.

The *Working with Children Act 2005* (the Act) requires that:

- 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.
- All workers or volunteers related in 'child related work' must undergo Working with Children checks prior to commencing work.
  1. You are considered to be performing 'child related work' if you work or volunteer at a school or in school related activities, and you volunteer or do this work on a regular basis, and you have direct contact with children under 18yrs of age which is unsupervised.

### Definitions

- **Volunteer** – means a person who, without remuneration or reward, voluntarily engages in tasks at school.
- **Working with Children Check (WWCC)**
  1. The WWC Check 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.
  2. To be a volunteer at a school a 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

- WWC Cards for paid employment can be used to show suitability for volunteer work.

### **Implementation**

- School Council requires that **all volunteers** assisting at SEPS in any activity where children may be present are required to have a current WWC card or have supplied proof that they have applied for a WWC check with the Department of Justice.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies 'Working with Children Check' requirements, and are therefore exempt. Police officers are also exempt.
- Volunteers are expected to carry their Working With Children card on their person at all practicable times when working or volunteering at the school or during school related activities.
- All volunteers/visitors must sign in and out of the school via the school office and always display their WWCC card. The office has SEPS's lanyards and ID covers available.
- The school will maintain a record of volunteers with up to date WWC Checks.
- The individual(s) organising/coordinating volunteers for any school activity is responsible for ensuring all volunteers have WWCC
- School Council requires that all volunteers directly involved in school camps, excursions, sleep-over's, swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc all have valid WWCC, or have applied for a WWC card.
- The school does not pay for WWCC, which are free to volunteers. Volunteers will need to provide their own passport photo and submit the application form in person at a post office.
- The school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

### **Related Policies**

- Volunteers Policy

### **Additional information**

- <http://www.justice.vic.gov.au/workingwithchildren/home>

**Evaluation:** This policy will be reviewed as part of the school's three-year review cycle unless parent volunteer numbers warrant earlier review

**This Policy was ratified by School Council in June 2015**