



# Working With Children Check Policy

## PURPOSE

The Working with Children (WWC) Check aims to assist in protecting children from sexual or physical harm by screening the criminal records and professional conduct of people doing child-related work. It is designed to complement good selection, supervision and training practices (including rigorous reference checking). The requirement for a Working with Children Check will assist Upper Ferntree Gully Primary School in verifying the suitability of support staff and volunteers, endeavouring to ensure a safe environment for all of our students.

## SCOPE

- The Department of Education and School Councils have legislative obligations under the Act with respect to ensuring certain volunteers and employees have applied for, and receive a WWC Check.
- WWC Checks are valid for five years and are transferable between jobs or volunteer organisations
- The definition of 'direct contact' with children includes oral, written or electronic communication as well as face-to-face and physical contact
- A WWC Check is required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.

## POLICY

A condition of visitor entry into Upper Ferntree Gully Primary School is that a current Working with Children's Check is required. Where this is not provided, visitors can only be provided entry upon the approval of a member of the Principal team. In such instances the visitors would be accompanied whilst on campus by a staff member with a Working with Children's Check.

Exemptions: A parent, or immediate relative visiting the school for a special event or, who volunteers at their child's school as part of an activity that their child is participating in is not required by law to have a WWC Check, for that activity only and with supervision of a teacher

- At the start of each year, this policy will be communicated to the school community through the inclusion in all level information booklets and newsletters at the beginning of the year.
- The school will keep a register listing the relevant details of those people who have obtained a WWC Check so that it will not be necessary to produce the Check on every occasion. This register will be maintained by the Business Manager.
- The register will be updated with new WWC checks on an ongoing basis. At the start of every year the register will be updated and all WWC checks will be checked against the Department's Central Register for Upper Ferntree Gully Primary School. This will be done by the business manager.
- All 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.
- Sufficient time will be given for volunteers attending camps or activities to obtain a WWC Check.
- All employees and volunteers of Upper Ferntree Gully Primary School are responsible for acquiring and maintaining current WWC Checks.
- Regular and systematic checks will be conducted by the School Business Manager and authorised staff as appointed by the Principal.

## FURTHER INFORMATION AND RESOURCES

<http://www.workingwithchildren.vic.gov.au/>

## REVIEW CYCLE

- This policy was last updated in April 2018 and is scheduled for review in 2020.