

Working With Children Check Policy

Rationale:

The *Working With Children Act 2005* (the Act) was introduced by the Victorian Government to protect children from physical harm by checking a person's criminal history for serious sexual assault, serious violence or serious drug offences. This policy has been created to provide information about the legislated requirements and the procedures that have been implemented by Parktone Primary School to meet its duty of care to all students, staff and visitors to the school and to ensure compliance with the act.

Aims:

- To provide a safe environment for our students and to ensure the school complies with the requirements of the Working With Children Act.

Guidelines:

- The act requires a person employed by Parktone Primary School to apply for a Working with Children Check (WWC) where the work involves (or is likely to involve) regular and direct contact with a child, and that contact is not directly supervised by another person who is in receipt of current registration with the Victorian Institute of Teaching

• **Employees Required to Maintain a WWC**

A non-teaching employee employed by Parktone Primary School, who has regular and direct contact with a child, is required to have a WWC. It is an offence for an employee to work, or for Parktone Primary School to engage staff, without a current WWC. This applies to all permanent and casual staff employed by Parktone Primary School.

• **Employees Exempt from a WWC**

A WWC is not required for:

- A teacher who has a current registration with the Victorian Institute of Teaching
- An employee under the age of 18 years
- A non-teaching employee with current registration with the Victorian Institute of Teaching

• **Volunteers Required to Maintain a WWC**

Child-related work is also defined by the act as work undertaken in other capacities, such as volunteers. Under the act, parent volunteers whose child ordinarily participates in an activity, or people 'closely related' to each child they have contact with in their 'child-related' work, are exempt from maintaining a WWC. However, as a matter of best practice, Parktone Primary School requires regular volunteers to have a WWC.

• **Exemptions from Applying for a WWC**

In accordance with Department of Justice guidelines, an exemption may be granted, even if an individual undertakes 'child-related work'. Exemption rules are listed in the referenced sites below.

• **Management of WWC Information**

- Upon receipt of the WWC card, both employees and volunteers are required to present their card to the Parktone Primary School office who will maintain a copy on file.

- WWC cards are valid for five (5) years, unless cancelled, and will be monitored by the Department of Justice.
- Employees and volunteers are responsible for ensuring that they have applied for a new card before the expiry date. Once a new card has been issued, employees and volunteers are required to show their new card to the school office who will maintain a copy on file.

- **Related Material**

- *Working with Children Act 2005*
- Department of Justice Working with Children Check Information Line on 1300 652 879
- Department of Justice website: <http://www.workingwithchildren.vic.gov.au>

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

This policy was last ratified by School Council in July 2015