

WORKING WITH CHILDRENS CHECK POLICY



Help for non-English speakers

If you need help to understand this policy, please contact the school office

PURPOSE

As of the 1st January 2008, all schools are required to comply with the Working with Children Act 2005 and ensure that visitors with a WWCC are involved in 'child related work'.

SCOPE

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students and who are required to have Working with Children Checks, do so
- To ensure that our school complies with the relevant Acts and laws.
- To provide an environment that is safe.

POLICY

- As of 1 January 2008, all workers or volunteers related in 'child related work' must undergo WWCC prior to commencing work.
- You are considered to be performing 'child related work' if you work or volunteer at a school
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies WWCC requirements, and are therefore exempt.
- School Council does not pay for WWCC, which is free to volunteers.
- Receipts are not accepted as evidence of a WWCC

- All people required to have WWCC are issued a WWCC Card which the School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities.
- School Council will maintain a record of volunteers with up to date WWCC..
- School Council requires that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc all have WWCC.
- School Council will consider other activities such as incursions on a case-by-case basis.
- The school will tag each WWCC to the school when they are presented.
- School Councillors will also be required to have a WWCC to be on the School Council.

COMMUNICATION

This policy will be communicated by being published on the school's website and a copy will be available from the school during office hours.

POLICY REVIEW AND APPROVAL

Policy last reviewed	Dec 2023
Approved by	Principal
Next scheduled review date	Dec 2026