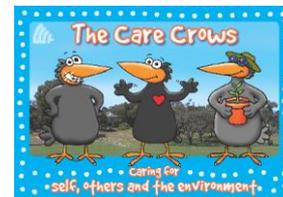




# WORKING WITH CHILDREN CHECK Policy



## **Rationale:**

- The Department of Education and Training (DET) and School Council have a responsibility to ensure the safety of all children and employees, and maintain the security of assets by requiring and maintaining high standards of professional conduct from employees and volunteers. The Working With Children Check (WWC) 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. It aims to assist in protecting children from sexual and/or physical harm. The WWC verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC is administered by the Department of Justice.

## **Purposes:**

- To protect children from harm by checking a person's criminal history for serious offences from certain professional bodies such as the Victorian Institute of Teaching.
- To provide ongoing monitoring of those who hold a Working With Children (WWC) check.
- To review a person's suitability to hold a WWC Check card.
- To create a mandatory minimum suitability standard for people who work or volunteer with children.

## **Guidelines:**

- Checks are required for non-teaching school-based employees.
- There may be circumstances where a Principal considers that a Criminal Record Check conducted through the Department of Education and Training is required in addition to a WWC Check.
- An application is free for Volunteers and has a fee for Paid Workers (currently \$105.90).
- A volunteer WWC Check cannot be used for paid child-related work, but an Employee WWC Check can be used for both paid and volunteer work.
- Exemptions are made for:
  - those under 18 years of age,
  - a parent who volunteers in the activity in which your own child ordinarily participates e.g. reading,
  - a sworn police officer who is not suspended from duty,
  - a teacher who has current registration with the Victorian Institute of Teaching.

## **Implementation:**

- The school will provide information where necessary to volunteer workers needing a WWC Check.
- All adults attending our school camps and any out of school site excursions must have a WWC Check.
- Religious Education instructors are supervised at all times and so do not require a WWC check.
- A copy of all Checks will be filed at school.

- A volunteer can commence work in our school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice. They are required to provide a copy of their card as soon as it becomes available.

**Resources:**

- Working with Children website: [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)
- Email: [Workingwithchildren@justice.vic.gov.au](mailto:Workingwithchildren@justice.vic.gov.au)
- Australia Post online application lodgement: [www.auspost.com.au/workingwithchildren](http://www.auspost.com.au/workingwithchildren)

**Evaluation:**

- This policy will be reviewed as part of the school's three year cycle of review.

This policy was last ratified by School Council

**February 2015**