



Wales Street Primary School

WORKING WITH CHILDREN CHECK POLICY

Policy No. 2.01

Rationale:

The Working with Children Check (WWC) policy assists Wales Street Primary School (WSPS) in the protection of our students and maintains a safe environment by ensuring any person engaged in child-related work (paid or unpaid) is compliant with the *Working With Children Act 2005*. The WWC endeavours to ensure that people who are unsuitable to engage in 'child-related work' do not do so. The Act defines 'child related work' as work which usually involves (or is likely to involve) regular**, direct contact with a child where that contact is **not directly supervised**. At Wales Street Primary School we greatly value the support we receive from parents throughout the school year, and appreciate the time and effort that parents contribute to ensure the success of school events and activities. Parent volunteers will accordingly be supported to obtain WWCs in compliance with this policy.

Aim:

- To provide an environment that is safe.
- To ensure Wales Street Primary School is compliant with the *Working with Children Act 2005* by the 31/12/2012.
- To ensure volunteers, employees and visitors working in 'child related work' at Wales Street Primary School are compliant with the Act.

Guidelines for Implementation:

- At the start of each year, this policy will be communicated to the school community through the inclusion in all grade/area level information booklets.
- Volunteers wishing to apply for a WWC Check need to apply online via the website: www.workingwithchildren.vic.gov.au
- 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.
- 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 continued suitability. This will be done by the business manager.
- The register will be updated with new WWC checks on an ongoing basis.
- 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.
- All Education Support Officers (ESO) employed must have undertaken a Working with Children Check.
- Sufficient time will be given for volunteers attending camps to obtain a WWC Check.
- All employees and volunteers of Wales Street Primary School are responsible for acquiring and maintaining a current WWC Check.
- Reimbursement of fees incurred by individuals in obtaining a WWC Check will be at the discretion of the Principal.
- Regular and systematic checks will be conducted by the School Business Manager and authorised staff as appointed by the Principal.
- When deemed necessary, the Principal will exercise his/her authority to require a potential volunteer to undergo a WWC Check irrespective of the volunteer's exemption from the Act.

Department Guidelines:

The Department of Education and Early Childhood Development (DEECD) and School Councils have legislative obligations under the Act with respect to ensuring 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.

Compulsory WWC Checks are required for:

- All School Service Officer (SSO) staff employed at Wales Street Primary School
- Parents* and volunteers engaging in work as a volunteer in which their child does or does not participate.
- Parents* and volunteers who coach and/or support sports teams
- Parents* and volunteers attending school camps
- Parents* and volunteers who participate in swimming programs.
- Parents* and Volunteers who transport students without staff members present.
- Any casual or short term staff employed by Wales Street Primary School or School Council (e.g. staff employed to assist with the School Concert or other special activities)
- Wales Street PS School Out of Hours Care (SAC) staff
- Technical Support to Schools Program (TSSP) Technicians
- Other volunteers engaged in child-related work either paid or unpaid
- Student Support Service staff (SSSO)
- Student teachers/interns must have applied for WWC Checks prior to commencing a practicum in a Victorian Government School. As student teachers/interns do not receive payment for undertaking a practicum, a volunteer WWC Check is acceptable.

Exemptions

- Principal Class and Teacher Class employees who are registered teachers under the Victorian Institute of Teaching (VIT) Act 2001 employed at GPS, as they have undergone criminal records checks through the VIT.
- Tradespersons/cleaners who do not have 'Direct Contact' with students or are not involved in 'Child-Related Work'.
- Parents and family members attending school community events that are run out of school hours., eg school fete, working bees.

Evaluation:

- This policy will be reviewed as part of the school's review cycle.
- Reference and further information can be found at:

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

Glossary

*'Parents' includes the spouse or domestic partner of the father or mother of the child, or a person who has legal custody of the child.

** regular- is defined as volunteering more than once a term.