



KALINDA PRIMARY SCHOOL

Policy: **WORKING WITH CHILDREN CHECK**

Reviewed: 2007

RATIONALE

The Working with Children (WWC) Check affects many people in the Victorian community. People who work or volunteer with children, and employers, agencies and volunteer organisations that employ people in child-related work are most affected. This includes people working in schools.

The WWC Check was developed through extensive public consultation, and aims to strike a balance between protecting children, promoting volunteering and safeguarding individual rights. Volunteers add significantly to the human resources available to the school, and are encouraged, supported and recognised.

We are complying with legislation by ensuring that all who are working on behalf of the school, in a voluntary or paid capacity, have a current Working With Children Check from 2008. Voluntary work may include support in the classroom or assistance on excursions or camps.

AIMS

- To take every step possible to ensure the safety of our students.
- To ensure all volunteers/employees/tradespeople/contractors/consultants working at Kalinda Primary School who fall within the guidelines determined by the Working With Children Act are compliant with the Act.

GUIDELINES

- The *Working with Children Act 2005* has introduced a Working with Children Check (WWC Check) and minimum suitability standards for certain people who work or volunteer with children.
- The Department of Education and school councils will have legislative obligations under the Act with respect to ensuring certain volunteers and employees have applied for, and receive a WWC Check.
- The WWC Check has the unique benefit of providing ongoing monitoring for offences. Checks are also valid for five years and are transferable between jobs or volunteer organisations.
- Further information on the WWC Check and the Act can be obtained at www.justice.vic.gov/workingwithchildren

IMPLEMENTATION

- The school will make available application forms for volunteers wishing to apply for a WWC Check.
- At the start of each year, this policy will be communicated to the school community through the inclusion in the newsletter.
- The school will keep a register outlining who has obtained a WWC Check so that it will not be necessary to produce it on every occasion.
- All teaching 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 School Support Officers (SSO) and Other Non-Teaching Staff employed must have undertaken a Working With Children Check by 31/12/2007.
- Any casual staff employed prior to 31/12/2007 require a Criminal Records Check undertaken within the last 3 years to undertake duties in the school. Should employment continue beyond 31/12/2007 a WWC Check and/or VIT registration is required.
- At the School's discretion from 31/12/2007 all Trades people/Contractors/Consultants employed and/or working at the school may be required to have a WWC Check.
- All employees and volunteers of Kalinda Primary School are responsible for acquiring and maintaining a current WWC Check.
- All parent/guardian volunteers working on behalf of the school, regardless of whether their child is present or not, are required to have a WWC. This includes, but is not limited to Canteen, Parent and Friends President, School Council President, Chess Coach, TOM facilitator, Uniform Shop, Camps, Overnight sleepovers and the Disco volunteers.

EVALUATION

- An accurate register in the School Office of WWC Check and past Criminal Records Check holders until the review process is carried out.
- Maintaining volunteer numbers through communication of this issue.
- Regular and systematic checks of visitors to the school to ensure this policy is adhered to.

*This policy was ratified by School Council December, 2007
Due for review July 2008*