



SHERBOURNE PRIMARY SCHOOL

WORKING WITH CHILDREN CHECK POLICY

Rationale:

The Working with Children Check (WWCC) is a mandatory screening requirement in Victoria for any person who undertakes child-related work described in the Victorian Working with Children Act. It is an offence to begin or continue to perform 'child-related' work without holding a current Working with Children card or application receipt, depending on the nature of the work. The aim of the WWCC is to assist in protecting children from sexual or physical harm and is designed to complement the process for the appropriate selection of non-teaching staff, volunteers and/or contractors who may be in the school at any time. The WWC check is valid for five years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

Aims:

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people working as volunteers or in a paid role in our school have a current Working with Children check.
- To ensure that our school complies with the relevant Acts and laws.
- To provide a safe environment at Sherbourne Primary School

Implementation:

- Prior to beginning work at the school a person deemed to require a Working With Children Check will need to have made application for one or provide one. This will include but are not restricted to: ES staff, instrumental music teachers, sports coaches, swimming teachers and volunteers, parent helpers in the classroom and on school excursions and camps.
- WWCCs can be obtained by completing an online application form located at www.workingwithchildren.vic.gov.au and lodged at an Australia Post outlet for processing. Under the section marked 'details of Organisation' the applicant should ensure that they state 'Sherbourne Primary School.' This means the school will receive updated information related to that person.
- If an applicant meets the requirements, they will be sent a successful Assessment Notice followed by a WWCC card a short time later.
- Commencement at Sherbourne Primary School in a voluntary or working capacity may be conditional upon the receipt of a successful Assessment Notice or WWCC card. Any queries should be directed to the Principal.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies Working with Children check requirements, and are therefore exempt.
- Pre Service Teachers are required to show proof of their Working with Children check. A copy will be taken and placed in their file.
- People who have submitted their application for a Working with Children check may submit their receipt as a proof of application and can commence participation in school activities.
- The school office will maintain an up to date record of volunteers with up to date WWC Checks. This register is kept in Shared Documents on the school intranet.
- All school volunteers are required to sign in at the front office or classroom before commencing an activity with the children. They are required to wear a Visitors Name Tag to identify themselves.
- Staff members and volunteers must notify the office if there has been a relevant change in their Working with Children status, for example, if they have been charged or found guilty of a new relevant offence.

- WWCC card holders must notify the Department of Justice within 21 days:-
 1. "If there has been a relevant change in circumstances for example, if they have been charged or found guilty of a new relevant offence.
 2. "Every time they change employers or commence work with a new voluntary organisation."
 3. Of changes to their personal and contact details.

Failure to notify the Department of Justice of any of the above could result in card expiry or invalidation. It is also an offence with possible financial penalties. Personal amendments can now be made via a new online facility.

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.

Related References:

1. Working With Children Act 2005 (Vic)
2. Department of Justice Working With Children webpage
3. Working With Children information line on 1300 652879

Related Documents:

SPS Volunteers Policy.

PROCESS FOR KEEPING WORKING WITH CHILDREN CHECK REGISTER UP TO DATE

- It is the responsibility of office administration staff to maintain a current register of staff, volunteers and visitors.
- The register will be kept both on U drive (admin computers) and Shared documents on the school intranet.
- Register must include end date.
- Red Colour coding shows check has expired.
- Staff are required to check register prior to engaging parent helpers and volunteers.

This policy was endorsed by School Council	August 2017
Due for review:	August 2019