

WORKING WITH CHILDREN CHECK POLICY



PURPOSE

To minimise risk of harm to students by requiring staff and volunteers of Camp Hill Primary School to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy.

AIMS

- 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.

GUIDELINES FOR ACTION

- Any volunteer, visitor or contractor engaging in 'child related work' as part of their role of duties must have a WWC Check regardless of whether they are being supervised by a teacher or by an adult with a WWC Check.
Exemptions:
 - people under 18 years of age
 - sworn police officers
 - all teachers are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies Working with Children Check requirements, and are therefore exempt. Current VIT Registration Cards will need to be sighted.
- You are considered to be performing 'child related work' if you work or volunteer at a school or school related activities, and you have 'direct contact' with children under 18 years of age.
- Having 'direct' contact with children includes face-to-face physical contact as well as verbal, written or electronic communication.
- **A volunteer can commence work in Camp Hill Primary School when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice and have nominated Camp Hill Primary School or have otherwise been considered by the school to be suitable.**
- The WWC Check 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 checks for serious sexual, violent and drug related offences as well as disciplinary findings of professional agencies such as the Victorian Institute of Teachers.
- To be a volunteer at Camp Hill Primary School a valid Working with Children Card provided by the Department of Justice is required.
The card is:
Valid for 5 years
 - transferable between volunteer organisations
 - free of charge for volunteers, but cannot be used for paid employment
 - note: WWC Checks for paid employment can be used to show suitability for volunteer work
- School council does not pay for WWC Checks, which are free to volunteers
- Office staff will photocopy WWC Check cards for every volunteer and keep it on file in the office.
- A list of registered volunteers is kept in the office and updated by office staff.

EVALUATION

This policy will be reviewed as part of the school's review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

This policy was last ratified by School Council in August 2018.