

Skye Primary School
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Skye 3977 VIC
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WORKING WITH CHILDREN CHECK



Policy

Ratified Sept 2017

PURPOSE

To provide a safe environment for our students and to ensure the school complies with the requirements of the Working With Children Act. To ensure volunteers approved to work with children meet legal requirements.

IMPLEMENTATION

School must establish and implement policies to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

DEFINITION

A volunteer school worker is a person who without payment or reward voluntarily engages in:

- school council functions
- activities for the welfare of the school at the request of the principal or school council
- school work
- attends state or regional meetings
- Child: a person who is under the age of 18 years
- Students: any child who is enrolled at SKYE PRIMARY SCHOOL.

What is the WWC (Working with Children Check)?

The WWC check verifies a person's a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWCC is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. Broadly, the WWCC considers serious sexual and violent drug offences. The WWCC is administered by the Department of Justice.

A police records check gives information about a person's past criminal record and is only valid at the time of issue.

A staff member or volunteer that is required to undertake a WWCC even if they have already completed a police records check.

IMPLEMENTATION at Skye Primary School

- Parents volunteering in an activity on-site at Skye Primary School, in which their child participates or normally participates, and is directly supervised by Skye staff, is exempt from needing a WWCC
- Parents volunteering in 3 – 6 sporting activities such as 3 – 6 House Sports, Lightning Premiership, Athletics events, who are directly supervised by Skye staff, are exempt from needing a WWCC
- All members of Parents and Friends Association and School Council require a current WWCC
- All volunteers assisting on excursions, camps, and swimming events, require a current WWCC
- A volunteer can commence work only when they have received and shown a valid WWCC card. A copy of the card will be taken for school records
- Candidates who are required to undergo a WWCC as a condition of working or volunteering at Skye Primary School will not be able to receive reimbursement for the cost from Skye Primary School
- All staff members must have a current WWCC prior to commencement at Skye Primary School. Teachers who are registered or have permission to teach from the Victorian Institute of Teaching under part 2.6 of the Education and Training Reform Act 2006 are exempt from a further WWCC
- The school will ensure suitable monitoring procedures are in place to ensure all required staff members hold a valid WWCC card at all times, with all staff WWCC to be kept in staff member's personnel file)

For a full list of exemptions and examples refer to [Working with Children Check – Exemptions](#) (external link)

School Register

The school will take a hard copy of each WWCC and record details electronically on the school register.

It is the responsibility of the teacher, staff member or volunteer to:

- Provide the successful WWCC card prior to commencement in the conditions above
- Notify the school principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence
- Apply for a new WWCC before their card expires

What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an interim negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful, the applicant will be issued with a Negative Notice. This means they have failed the WWCC and cannot undertake 'child related work' or work at Skye Primary School.

Links and References

[Department of Justice Working with Children](#) webpage

School Policy Advisory Guide:

[Volunteer Checks](#)

[Volunteer Workers](#)

Related Legislation

Working with Children Act 2005

RATIFIED BY SCHOOL COUNCIL ON	Sept 2017
PRINCIPAL	Jane Briffa
SCHOOL COUNCIL PRESIDENT	David Tredinnick
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, DET mandates, or should situations arise that require earlier consideration.