

WORKING WITH CHILDREN CHECK POLICY

RATIONALE:

As of the 1st January 2008, all schools are required to comply with the Working with Children Check Act 2005, and ensure that any person unsuitable to be involved in 'child related work' does not do so. The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

AIMS:

- To ensure students 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 WWC Checks, do so
- To ensure that our school complies with the relevant Acts and laws
- To provide an environment that is safe

IMPLEMENTATION:

1. As of 1 January 2008, all workers or volunteers related in 'child related work' must undergo WWC Check prior to commencing work.

Volunteers need to apply for and pass the WWC Check if they meet **all** of the following criteria:

- their volunteer duties involve contact with children in connection with one of the 20 listed child related occupational fields, one of which is DET settings
 - they volunteer or do this work on a regular basis
 - they have direct contact with children under 18 years of age and are not directly supervised
 - they do not qualify for an exemption from the need for a WWC Check
2. The following are required to apply for a WWC Check if they are:
- a volunteer (this does not include unpaid work done for a private or domestic purpose, such as driving neighbour's children to school)
 - performing unpaid community work under a court order
 - an employee or an independent contractor (self employed person)
 - a minister of religion or performing duties of a religious vocation
 - an officer of a body corporate
 - a person doing practical training as part of an educational or vocational course, for example, a student teacher
3. Exemptions for WWC Check include:
- a volunteer whose child is participating or ordinarily participates in the relevant activity. A parent engaging in work as a volunteer in relation to an activity in which his or her child is participating or ordinarily participates is exempt from a WWC Check in respect of that activity
 - an adult under the age of 20 years and who is a student at an educational institution is exempt from a WWC Check in respect of any work engaged in as a volunteer at that institution or outside that institution under an arrangement entered into by that institution
 - a person under 20 years of age undertaking a work experience arrangement organised by your educational institution or a structured workplace learning arrangement
4. 'Direct contact' is any contact with a child that involves any of the following:
- physical contact
 - talking face to face
 - physically being in view – this means you can see them
- Direct contact does not include telephone, email or internet contact with a child.
5. To be considered 'directly supervised', supervision must be:
- undertaken by a person who has the role of supervising your 'child related work'
 - immediate and personal

Direct supervision does not require constant physical presence. For example, a person who is directly supervising a worker may leave the room in which they are engaging in the work to make a phone call.

6. Volunteers at Findon Primary School who will require a WWC Check will include those who:

- assist on a regular basis in classrooms/school activities/kitchen garden
- assist at swimming lessons
- attend overnight camps
- assist on excursions
- are pre service teachers placed at the school
- engage in unpaid community work under a community-based order, a drug treatment order or an intensive correction order

7. A WWC Check is the property of the volunteer and may be used in any community circumstance it is required. Therefore volunteers must obtain it themselves. The school will assist in providing information about the process. A current register of parents who have a WWC Check will be kept at the office and will be reviewed and updated annually.

8. Volunteers must sign in at the office and wear/display their WWC Check. The school will provide ID holders for this purpose. Proof of identity will be expected and the WWC Check register will be reviewed annually.

9. Requirements for a WWC Check will be included on relevant communication provided to parents/carers such as letter/permission note for activities. This is a minimum check.

EVALUATION:

This policy shall be reviewed as part of the ongoing policy and process review.

REFERENCES:

Department of Justice, Victoria <http://www.justice.vic.gov.au/workingwithchildren>

WWC Act 2005 Department of Justice website

<http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/WWCC+-+Working+with+Children+Act+2005>

WWC Regulations 2006 Department of Justice website

<http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/WWCC+-+Working+with+Children+Regulations+2006>

WWC Register