

# WORKING WITH CHILDREN CHECK POLICY 2019-2023

### **STATEMENT**

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, students are subject to a screening process. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

Passing the 'Check' is a legal requirement for everyone in Victoria doing paid or voluntary child-related work who doesn't qualify for an exemption. Exemption details -

http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/exemptions/

Verification of suitability for employment is assisted by ensuring the employment of new school based employees proceeds in accordance with legislative obligations pursuant to the *Working with Children Act 2005* (for non-teaching employees and volunteers), and to the *Education and Training Reform Act 2006* Part 2.6 Victorian Institute of Teaching (for principals and teachers).

The authority for the policy and procedures is <u>Ministerial Order 199</u> - which applies to the principal class, teacher class, and education support class employed by the Department, and <u>Ministerial Order 200</u> for all non-teaching staff and casual relief teachers employed by school councils.

The Department has developed procedures for the conducting criminal records checks for all school-based and non-school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and Working with Children Checks to meet the Department's pre-employment suitability for employment requirements.

These procedures apply to:

- persons employed under the Education and Training Reform Act 2006
- persons employed under the Public Administration Act 2004
- volunteers
- casual employees including casual relief teachers
- student teachers and interns
- contractors
- · home-stay families.

# **PURPOSE**

To ensure all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

### **GUIDELINES**

The following guidelines will be adhered to in relation to working with children checks at the College:

- All workers or volunteers related in 'child related work' must undergo Working with Children Checks prior to commencing work.
- You are considered to be performing 'child related work' if you work or volunteer at a school or school
  related activities, and you volunteer or do this work on a regular basis, and you have direct contact
  with children under 18 years of age which is either supervised or unsupervised, and you do not qualify
  for an exemption.
- 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. Police
  officers are also exempt.
- Any parent volunteering on a regular basis will be required to obtain a Working with Children Check.
- CESC does not pay for Working with Children Checks. WWC Checks last for 5 years.
- All people required to have Working with Children Checks are issued a WWC Check Card which must be displayed on their person at all practicable times when working or volunteering at the school or during school related activities. A photocopy of the card must be given to the school.
- All WWCC currency will be recorded and monitored within the school's compliance register.

## **EVALUATION**

This policy will be reviewed every three years.

# **SUPORTING DOCUMENTS**

The Act

http://www.workingwithchildren.vic.gov.au/home/about+the+check/purpose/working+with+children+act/

# **Suitability Check Flowchart for Schools**

Is the visitor/volunteer likely to have any contact with children while performing their work duties?

YES

NO

What is the nature of the work/engagement?

Suitable identification and screening checks, if any, relevant to the role should be undertaken and risks identified.\*\*

#### Child-related work

Work that usually involves direct contact (including phone, written and online communication) with a child as part of work duties.

(e.g. attendant care, school camps, excursions (including swimming), literacy and numeracy/classroom support, sporting/musical and other extracurricular assistants and coaches, breakfast/lunch clubs and other student support activities, canteen assistant, Allied health/NDIS therapists, Departmental Staff who are working with children, SRI, Distance education)

A Working with Children Check is legally required.

Suitable identification checks relevant to the role should also be undertaken and risk identified\*\*

The Person is exempt from a Working with Children Check due to higher level of screening for their profession.\*

(e.g. teachers, police officers)

Suitable identification and screening checks relevant to the role should also be undertaken and risks identified\*\*

NOTE: Parents are legally exempt from the requir ement to hold a WWC check when volunteering in an activity in which their child normally participates. In these cases requiring a WWC Check is at the discretion of the school – but it is recommended in most circumstances where the parent is regularly involved in the volunteer activity and working directly with children and/or the nature of the activity poses a higher risk, e.g. overnight camps, swimming, or activities involving close contact, etc.

### Child connected work

Work duties that only involve occasional direct or indirect contact with children that is incidental to the work.

(e.g. fete/fundraising activities, tradespeople, working bee, parents and friends clubs.)

Requiring a Working with Children Check is at the discretion of the school principal.

Other suitability and identification checks, if any, relevant to the role should be undertaken and risks identified\*\*

NOTE: A Working with Children check is recommended where the visitor/volunteer will regularly be present at the school and/or children can reasonably be expected to be present.

<sup>\*</sup>For further information on who is exempt from requiring a WWC see: Working with Children Check - Exemption s

<sup>\*\*</sup> For further information on appropriate suitability and identification checks see: SPAG Suitability Checks for School Volunteers and Visitor s