

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 [Ministerial Order 199](#) - which applies to the principal class, teacher class, and education support class employed by the Department, and [Ministerial Order 200](#) 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

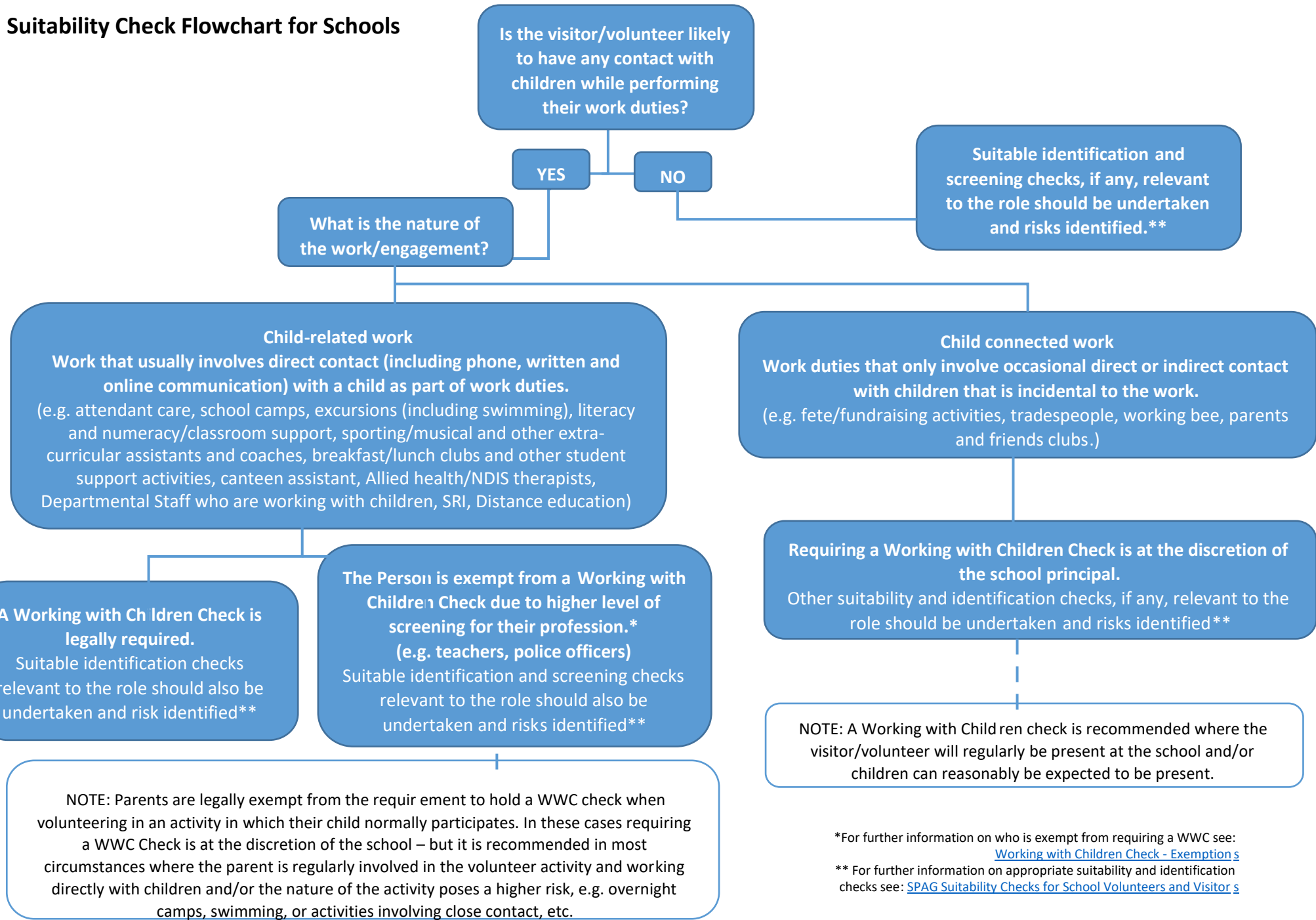
This policy will be reviewed every three years.

SUPPORTING DOCUMENTS

The Act

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

Suitability Check Flowchart for Schools



*For further information on who is exempt from requiring a WWC see: [Working with Children Check - Exemptions](#)
 ** For further information on appropriate suitability and identification checks see: [SPAG Suitability Checks for School Volunteers and Visitors](#)

