



## WORKING WITH CHILDREN CHECKS POLICY

### PURPOSE

This policy applies to the whole school community in supporting safe environments for all children and young people. It concerns the responsibilities of schools in complying with the provisions of the Victorian Working with Children Act 2005, which was enacted to assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them are subject to a screening process. A Working with Children Check (WWCC) is required of most people involved in twenty occupational fields of child-related work as paid workers or volunteers - where that work is not directly supervised by someone with an appropriate check:

- Current members of the Victorian Institute of Teaching are exempt from requiring a WWCC as they already undergo a similar regular check.
- A check is required of people working in schools, including employees, volunteers and self-employed persons, as well as officers of a body corporate, members of committees of management, and persons involved in practical training, e.g. student teachers.

While staff are responsible for obtaining their own check, each School must ensure valid checks are held by all those requiring one.

This also means that each school must ensure all teaching staff maintain their registrations with the Victorian Institute of Teaching and makes it even more critical that the school maintains ongoing records of this.

Volunteers who work with children will also require a WWCC.

**NOTE:** A Working with Children Check is a minimum requirement of a school's Duty of Care – it provides evidence that a person has not been found guilty of sexual abuse. It does not endorse any person as being suitable to work with children.

Systematic and rigorous screening processes also need to be undertaken in every school to reduce as much as possible the risk of harm to any student.

### PRINCIPLES

- A safe environment is required to protect children and young people from harm and to prevent staff from abusing their position of authority
- The child and young person's ongoing safety and wellbeing must be our first priority
- School leaders and staff must be fully self-aware of, and comply with, their professional obligations and responsibilities
- The commitment to protecting children is embedded in the organisation's culture and responsibility for taking action is understood and accepted at all levels of the organisation.

### DEFINITIONS

For the purposes of the Working with Children Act 2005:

- Children are those under the age of 18 years
- Child related work is work involved in one of the occupational fields listed in the Act, and that "usually involves direct contact with a child either face to face, orally and written or electronic communication.
- Direct contact is any contact between a person and a child that involves:
  - Physical contact
  - face to face oral communication
  - written or electronic communication

## IMPLEMENTATION

This policy applies to the whole school community in supporting safe environments for all children and young people.

- An up-to-date WWCC & VIT Register for teachers, other staff, contractors, and volunteers is kept online under U:/Admin/WWC & VIT and maintained by the business manager. Those who are exempt from a WWCC are included in this Register with appropriate notation.
- Selection and appointment processes for staff and volunteers require submission of evidence and active assurance of VIT registration or WWCC prior to engagement at Timor Primary School.
- The VIT and Department of Justice websites are checked each year to ensure all registrations and WWCCs continue to be current. For VIT registrations, this is undertaken at the commencement of the school year and in early October each year (when VIT registrations are renewed).
- All staff are made aware each year (including during induction) of, understand and implement the school's procedures in regard to volunteers and other persons, including the need for prior approval of such work by the designated member of the school's leadership team.
- All workers or volunteers related in 'child related work' and who are in 'direct contact' with children including oral, written or electronic communication as well as face-to-face and physical contact.
- A WWC Check is required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.
- Completed Working with Children checks must be given to the school 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 18yrs of age which is unsupervised, and you do not qualify for an exemption.
- Parents attending camps/excursions must hold a current Working with Children Check Card. Copy to be provided to the school office.
- School Council does not pay for Working with Children checks. WWC Checks last for 5 years.

## REVIEW CYCLE

This policy was last reviewed and ratified by the School Council on 5.9.2019 and is scheduled for review in 2022.