



Working With Children

Policy Coordinator: The Principal

PURPOSE:

The Working with Children Checks policy assists Mt Egerton Primary School in the protection of our students and maintains a safe environment by ensuring any person engaged in child-related work (paid or unpaid) is compliant with the *Working With Children Act 2005*.

AIMS:

- To ensure Mt Egerton Primary School is compliant with the *Working with Children Act 2005*
- To ensure volunteers, employees and visitors working at Mt Egerton Primary School who fall within the guidelines determined by the *Working with Children Act* are compliant with the Act.

GUIDELINES :

- The Department of Education and School Councils have legislative obligations under the Act with respect to ensuring certain volunteers and employees have applied for, and receive a WWC Check.
- WWC Checks are valid for five years and are transferable between jobs or volunteer organisations.

IMPLEMENTATION:

COMPULSORY WWCC:

- All Education Support (E.S) staff employed at Mt Egerton Primary School
- Parents and volunteers engaging in work as a volunteer in which their child does not participate, and that will be unsupervised by a staff member.
- Parents and volunteers who coach and/or support sports teams in which their child does not participate, and will be carrying out coaching unsupervised by a staff member
- All visiting SSSO staff including School Nurses, Psychologists, Severe Behaviour Teachers etc
- Parents and volunteers attending school camps
- Religious Education Instructors
- Any casual or short term staff employed by Mt Egerton Primary School or School Council
- Technical Support to Schools Program (TSSP) Technicians
- Tutors working with students during normal school activities at the school.

EXEMPTIONS :

- Principal Class and Teacher Class employees who are registered teachers under the Victorian Institute of Teaching (VIT) Act 2001 employed at Mt Egerton Primary School, as they have undergone criminal records checks through the VIT.
- A parent engaging in work as a volunteer in relation to an activity in which their child is participating or where they are supervised by a staff member
- Tradespersons/cleaners who do not have 'Direct Contact' with students

- The school will make available application forms for volunteers wishing to apply for a WWC Check.
 - The school will keep a register listing the relevant details of those people who have obtained a WWC Check so that it will not be necessary to produce the Check on every occasion. This register will be maintained by the Business Manager/ Principal.
 - The register will be updated with new WWC checks on an ongoing basis. At the start of every year the register will be updated and all WWC checks will be checked against the Department's Central Register for continued suitability. This will be done by the business manager.
 - All staff are required to be registered with the Victorian Institute of Teaching (VIT) and are therefore exempt from requiring a Working With Children Check as registration requires this check.
-
- Any person registered with the VIT seeking casual or contract employment must provide a copy of a current registration before commencing. Employment agencies used by the school require the same for Casual Relief Teaching.
 - All School Support Officers (SSSO) employed must have undertaken a Working with Children Check
 - Any casual staff member employed requires a Police/WWC or VIT Check obtained within the last three years to undertake duties in the school.
 - Sufficient time will be given for volunteers attending camps to obtain a WWC Check.
 - All employees and volunteers of Gordon Primary School are responsible for acquiring and maintaining current WWC Checks.
 - Regular and systematic checks will be conducted by the Principal/School Business Manager

EVALUATION:

- This policy will be reviewed as part of the school's annual review cycle.
- The Working With Children Act, References and further information can be found at:
www.justice.vic.gov.au/workingwithchildren

Ratified by School Council: February, 2018