

WORKING WITH CHILDREN CHECK POLICY



RATIONALE

At Kingswood we are safe, friendly and organised. Kingswood creates an enjoyable learning environment where students and staff can flourish and prosper. Kingswood values and respects the important and responsible role the community has in the success and long-term viability of Kingswood Primary School.

Student safety is of paramount importance at Kingswood Primary School. Accordingly, it is important that all staff and volunteers that interact with the students are suitable and will not compromise the safety of students. Kingswood will implement a robust process that aligns and complies with the Department's standards, requirements and guidelines and will maintain a Working With Children Check Register for all staff and volunteers at Kingswood Primary School. Volunteers at the school must also have completed parent helper training to assist with school programs.

AIM

- To ensure children under our care are protected from being exposed to inappropriate people.
- To provide a safe and secure environment for the students of our school.
- To ensure staff and volunteers approved to work with children at Kingswood Primary School meet the legal requirements of the Working with Children Act 2005.

IMPLEMENTATION

What is a Working with Children Check (WWCC)

A WWCC verifies a person's history to ensure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The check is valid for 5 years (unless revoked) and during this time, the cardholder continues to be monitored for new offences or findings. The WWCC is administered by the Department of Justice. It is the responsibility of each Staff member, and other workers and volunteers to ensure that their registration is current. This information can be accessed by visiting: <https://online.justice.vic.gov.au/wwccu>

When is it required?

Individuals who engage in 'child-related work' must have a Working with Children Check (WWCC). 'Child-related work' is any work that involves 'direct contact' with a child that is part of the person's work. It does not include occasional direct contact with a child that is incidental to the work the person is performing at the school (whether or not that work is paid). The definition of 'direct contact' with children includes oral, written or electronic communication as well as face-to-face and physical contact.

A WWCC Check is now 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 WWCC Check if they engage in 'child related work'.

WWCC Register

Kingswood Primary School will keep an electronic and hard copy register to record WWCC information. Staff and volunteers must provide their card, which will be photocopied prior to commencing at the school. Volunteers at the school must also complete the parent helper training session every three years. The WWCC Register will be checked each term to ensure volunteers and staff have up-to-date registration and/or training and will be notified by email or phone if it needs to be updated.

It is the responsibility of teaching staff to check that all volunteers who are involved in interactions with the students of Kingswood Primary School are entered on the register and have up-to-date registration.

Related policies:

Visitors Policy

Community Engagement

References:

[DET – Volunteer](#)

http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf

<https://www.youtube.com/watch?v=crGp02yLnqQ>

<http://www.workingwithchildren.vic.gov.au/>

Evaluation

This policy will be reviewed as part of Kingswood Primary School's three-year review cycle.

Review

Version	Edited By / Comments	Next Review
June 2014	Finance Sub-Committee	June 2017
August 2017		August 2020