

WORKING WITH CHILDREN CHECK

MARAMBA PRIMARY SCHOOL

Aim:

The Working With Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, either in paid or volunteer work.

Action:

- Volunteers who assist on camps and excursions must complete a satisfactory WWC.
NOTE: A police check is no longer suitable.
- Verification of a criminal record is achieved by ensuring the employment of new school based employees meets legislative obligations in *Working with Children Act 2005* for non-teaching employees and volunteers and *Victorian Institute of Teaching Act 2001* for principals and teachers.

Implementation:

- The Principal will ensure that the appropriate pre-employment checks are provided. The Business Manager is responsible for co-coordinating the process.
- Teachers and principals who are registered with the Victorian Institute of Teaching (VIT) are exempt from the *Working With Children Act 2005* and do not require a WWC Check. VIT registration cards will have the letters NCHRC on them if the member has undergone a criminal records check.
- School Councillors, employees and volunteers to whom the Act applies will undergo a WWC Check. The WWC cards issued will display the letter E or V. E is suitable for employment, and V indicates volunteer and this person may not be employed.
- ES's and SSSO's must also undergo an employment WWC check.
- A WWC is not required for persons under 18 years of age or a parent who volunteers in activities in which their own child/children ordinarily participates. WWC is not required for volunteers working in a classroom where they remain in sight of the teacher.
- Volunteers who assist on camps and excursions must complete a satisfactory WWC.
- A WWC is valid for up to 5 years, after which it needs to be renewed if the holder wishes to continue in child-related paid or volunteer work.
- WWC application must be lodged at participating Australia Post outlets, along with sufficient identification to meet an identity check and a passport sized photograph.

- New Department employees are to name the Department of Education and Early Childhood Development, 2 Treasury Place, East Melbourne, 2003, telephone 9637 2595, as the name of the organisation they intend to work for. (WWC for – Question 12)
- New School Council employees and volunteers must name the school at which they intend to perform the ‘child-related’ work.
- A register will be kept at school that:
 - * Records the employees and volunteers unique Application Receipt Number (received at the time of application)
 - * Confirms that your employees and volunteers have passed the WWC.
 - * Has a photocopy of the employees and volunteers WWC card as evidence that they have passed the WWC
 - * Records the employees and volunteers WWC number, which is different from their receipt number.
- A completed statutory declaration will be required in the interim while the WWC is being processed.
- All CRTs to be checked on HRMS software for suitability for employment.
- Student Teachers must hold a WWC Check.

Evaluation:

- This policy is to be reviewed on a cyclic basis by the Office Manager.

This policy was last ratified by School Council in...

March 20, 2013