



WORKING WITH CHILDREN CHECK POLICY

Kingsbury Primary School

Rationale:

The Working with Children's Check (WWCC) is a mandatory screening requirement in Victoria for any person who undertakes child-related work described in the Victorian Working with Children Act. It is an offence to begin or continue to perform 'child-related' work without holding a current Working with Children card or application receipt, depending on the nature of the work. The aim of the WWCC is to assist in protecting children from sexual or physical harm and is designed to complement the process for the appropriate selection of non-teaching staff, volunteers and/or contractors who may be in the school at any time.

Guidelines:

- Prior to beginning work at the school a person deemed to require a Working with Children Check will need to have made application for one or provide one. This will include but is not restricted to: ES staff, instrumental music teachers, tennis coaches, canteen manager, and parent helpers on school camps.
- WWCCs can be obtained by completing an online application form located at www.workingwithchildren.vic.gov.au and lodged at an Australia Post outlet for processing. Under the section marked 'details of Organisation' the applicant should ensure that they state 'Kingsbury Primary School.' If the applicant meets the requirements, they will be sent a successful Assessment Notice followed by a WWCC card a short time later.
- Commencement at Kingsbury Primary School in a voluntary or working capacity may be conditional upon the receipt of a successful Assessment Notice or WWCC card. This includes external providers and School Council members. Any queries should be directed to the Principal.
- To manage and oversee the WWCC process at Kingsbury Primary School, the following procedures apply: -
 - The Business Manager will have the responsibility of overseeing the process and maintaining an up to date WWCC folder of approved applicants.
 - All non-teaching staff requiring a WWCC need to be identified. Note: teachers are exempt as their annual registration process with the Victorian Institute of Teachers includes relevant police checks and approval to teach.
 - Non-teaching staff, contractors and other personnel are to be regularly informed of the requirement to provide a current WWCC and the need to keep it current.
 - Validity of WWCC's needs to be checked on the Working with Children web page.

- The WWCC folder needs to be stored in the administration area. This folder is to file photocopies of individual WWCCs and details. In the case of an employee, a copy of the WWCC is to be kept on their personnel file
- It is the responsibility of the WWCC card owner to provide a current WWCC card and to replace this ahead of the expiry date. If for some reason the WWCC card is lost or damaged, obtaining a replacement card is also the responsibility of the card holder.
- Regular updating of the school community (Newsletter, website) regarding the requirements of a WWCC.
- WWCC card holders must notify the Department of Justice within 21 days: -
 - If there has been a relevant change in circumstances for example, if they have been charged or found guilty of a new relevant offence.
 - Every time they change employers or commence work with a new voluntary organisation.
 - Of changes to their personal and contact details.

Failure to notify the Department of Justice of any of the above could result in card expiry or invalidation. It is also an offence with possible financial penalties. Personal amendments can now be made via a new online facility.

Procedures:

- All visitors, contractors, volunteers and external providers are required to present their WWCC to administration staff on arrival at the school for the first time.
- The card is verified, cross checked against another form of identification such as a Driver's Licence, and copies are made of these documents.
- The copies are dated and signed by the receiving staff member.
- The staff member then enters the information onto the WWCC register which is found on the school server- U drive, OHS, Training, Registers and Certificates, WWCC.
- The copy is then placed in the WWCC file in the appropriate folder, staff member or external which is located in the lockable strong room.

This policy must be read in conjunction with the Visitor and Volunteer Policy:

References:

1. *Working with Children Act 2005 (Vic)*
2. *Department of Justice Working with Children webpage*
3. *Working with Children information line on 1300 652879*

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on **March 25th 2021**



SC President Nigel Proctor