



WORKING WITH CHILDREN CHECK POLICY

This policy has been developed by members of School Council.

Date written:	Mar 2015	Date reviewed:	2015
School Council Ratified:	Nov 2015	Next review:	2018

PURPOSE

The purpose of this policy is to comply with DET principles and legislation to ensure the safety and privacy of all students, staff, parents and volunteers. *Working with Children Act 2005*.

It will ensure, as far as possible, the safety of all students participating in school activities.

It will ensure, as far as possible, that parents and staff are confident that all reasonable steps have been taken to secure the safety of students participating in school activities.

POLICY STATEMENT

We recognize that:

- The Working with Children Checks (WWC) policy assists Rosanna Primary School (RPS) 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*.
- The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.
- Teacher registration with the Victorian Institute of Teaching provides confirmation of a successful WWC check and, as such, VIT registration evidence equates to WWC check.

IMPLEMENTATION

- A WWC check is required for positions that meet all of the following criteria:
 1. Involve contact with children in connection with our school.
 2. The contact happens on a regular (everyday) basis.
 3. Involve direct contact with children and this contact is not directly supervised.
 4. The position does not qualify for an exemption as listed under the act.
- The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

- Under the section marked 'Details of Organisation', candidates should ensure they state Rosanna Primary School.
- If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.
- If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake 'child-related work' or work in The School.
- Commencement in The School is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.
- Candidates who are required to undergo a WWC check as a condition of working in the School bear all responsibility for costs associated with the WWC check.

RESPONSIBILITIES

The School must:

- Identify all staff and volunteers who require a Working with Children check.
- Ensure existing staff and volunteers are informed of the requirement to undergo the WWC check.
- Ensure prospective staff and volunteers have passed a WWC check before commencement.
- Check the WWCC card's validity on the [Department of Justice webpage](#).
- Have a photocopy of the WWCC card and with details updated on the school register (if individual is a staff member, copy to be kept on the staff member's personnel file).
- Ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWC check card at all times.

The staff member or volunteer must:

- Provide the successful WWC check card prior to commencement at the school.
- Notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence.
- Apply for a new WWC check before their card expires.

What is the difference between a WWC Check and a police records check?

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.

A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check.

Further information is available from the [Department of Justice Working with Children webpage](#) or the Working with Children information line on 1300 652 879

Note:

Visitors may typically include parent and community volunteers; invited speakers; sessional instructors; representatives of community, business and service groups; local members of State and Commonwealth Parliaments.

EVALUATION AND REVIEW

The Rosanna Primary School Working with Children Check Policy will be reviewed as per School Council Policy.

School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

REFERENCES

Working with Children Act 2005 (Vic)

The [Department of Justice webpage](#)

<http://www.education.vic.gov.au/management/governance/spag/safety/supervision/visitors/inschool.htm>

RELATED DOCUMENTS

Policy

Location

Visitors to School Policy

APPENDICES

Appendix 1 – Flowchart for Working with Children Check

Appendix 2 – Working with Children Check register

This document can be found at:
USER:/Policies/Ratified Policies

APPENDIX 1

