



RATIONALE:

The Department of Education and Training and School Council have a responsibility to ensure the safety of all children and employees and maintaining high standards of professional conduct from employees and volunteers.

In meeting these responsibilities the Department and School Council must be satisfied that only those employees and volunteers who meet the highest standards of probity and suitability are employed. Verification of a criminal record is achieved by ensuring the employment of new school-based employees proceeds in accordance with legislative obligations pursuant to the *Working with Children Act 2005*.

AIMS:

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students and who are required to have Working with Children check, do so.
- To ensure that our school complies with the relevant Acts and laws.
- To provide an environment that is safe.

IMPLEMENTATION:

- One is considered to be performing 'child related work' if they work or volunteer at a school or school related activities, and they volunteer or do this work on a regular basis; have direct contact with children under 18 years of age which is unsupervised and do not qualify for an exemption.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies the Working with Children check requirements, and are therefore exempt.
- Parents who volunteer in relation to an activity in which his or her child ordinarily participates (eg: classroom reading) are also exempt. If the same parent volunteers in a class or activity that his or her child does not ordinarily participate in, then a check is required.
- All people required to have Working with Children check are issued a WWC Check Card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities.
- Regular contractors in the school (eg. cleaners and regularly used trades people) must present their WWC Card at the office.
- School Council will maintain a record of volunteers with up to date WWC checks.
- School Council requires that all volunteers directly involved in school camps, excursions, sleepovers, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc all have Working with Children checks.
- School Council will consider other activities such as incursions on a case-by-case basis.
- Casual Relief teachers must be registered with V.I.T. The school must check the currency of CRT's registration.
- The universities ensure that teaching candidates have Working with Children checks.
- Religious Instruction Volunteers who are registered with the appropriate Religious Instruction Board include 'Working with Children' checks.

EXEMPTIONS

- There are exemptions from the Act including: people under 18 years of age, sworn police officers, teachers currently registered with the Victorian Institute of Teaching (VIT), and visiting workers who do not ordinarily reside and perform child-related work in Victoria. (see Volunteers Policy)

Further information relevant to a Working with Children checks can be found at the Department of Justice’s internet site at www.justice.vic.gov.au/workingwithchildren.

EVALUATION:

This policy will be reviewed as part of the school’s three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

This policy was last ratified by School Council in
Name of School Council President.....
Signature of School Council President.....