

Working with Children Check Policy/Procedures/Maintenance



239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>

1. Rationale:
 - 1.1 National Criminal History Records Checks (NCHRC) and Working with Children Cards (WWC) assist in ensuring a safe environment for our students and are critical to maintaining high standards of professional and personal conduct.
 - 1.2 Any person whose duties usually involve or are likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.
2. Aims:
 - 2.1 To ensure that all employees, and volunteers involved in activities with student contact are responsible and of sound character and comply with the requirement of the Working Children Act.
3. Implementation:
 - 3.1 In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Department of Education and Early Childhood Development requirement that all new employees, including those applying for transfer or promotion, hold a current satisfactory NCHRC.
 - 3.2 School Council requires that volunteers and visitors who participate in programs that have interaction with students.
4. Rationale:
 - 4.1 National Criminal History Records Checks (NCHRC) and Working with Children Cards (WWC) assist in ensuring a safe environment for our students and are critical to maintaining high standards of professional and personal conduct.
 - 4.2 Any person whose duties usually involve or are likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.
5. Aims:
 - 5.1 To ensure that all employees, and volunteers involved in activities with student contact are responsible and of sound character and comply with the requirement of the Working Children Act.
6. Implementation:
 - 6.1 In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Department of Education and Early Childhood Development requirement that all new employees, including those applying for transfer or promotion, hold a current satisfactory NCHRC.
 - 6.2 School Council requires that volunteers and visitors who participate in programs that have potentially higher levels of student contact than normal must hold a valid Working with Children card. Working with Children cards are free for volunteers and can be used in other circumstances outside of school.
 - 6.3 Specifically, a WWC will be required for all volunteers involved in:
 - Camps
 - Sleep-overs
 - Canteen roster
 - Any activities in which a volunteer's own child is not involved
 - Any situation in which a volunteer may have unsupervised contact with a child
 - Swimming program teachers and assistants
 - Permanent sports coaches
 - Any other programs that have potentially higher levels of student contact than normal, as determined by the Principal.
 - 6.4 To be a volunteer at a school, a *valid* Working with Children Card provided by the Department of Justice is required. This card is:

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- valid for 5 years
 - transferable between volunteer organisations
 - free of charge for volunteers, but cannot be used for paid employment.
- 6.5 WWC Checks for paid employment can be used to show suitability for volunteer work.
- 6.6 Teachers holding current full registration with the VIT are exempt from requiring a Working with Children card.
- 6.7 Those teachers who hold full registration with the Victorian Institute of Teaching with a current NCHRC do not require a new check to be completed upon appointment.
- 6.8 Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- 6.9 Newly employed teachers will be required to organise a NCHRC through the Victorian Institute of Teaching.
- 6.10 Upon renewal of registration with the VIT, teachers *may* require a new NCHRC.
- 6.11 All School Council employees are required to have a WWC, the cost of which will be responsibility of the individual.
- 6.12 A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.
- 6.13 In general, parent volunteers whose own children are involved in a particular activity, do not need a WWC card or NCHRC although it is highly recommended.
- 6.14 Contractors who work at the school on a scheduled basis within school hours must hold a current Working with Children Card.
- 6.15 This policy will be published regularly for the information of the community.
- 6.16 Cranbourne South Primary School will make two copies of the WWC Card. An electronic form will be kept in the Administration files. A hard copy will be kept in the WWC Card folder.
7. Evaluation:
- 7.1 This policy will be reviewed as part of the school's three-year review cycle.

References:

Volunteer checks

<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>

Suitability for Employment Checks

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Suitability for Employment Policy (PDF - 322Kb)

Circular S053-2011 Working with Children (WWC) Check – Renewal Process

<https://edugate.eduweb.vic.gov.au/newsevents/schoolbull/Pages/S053-2011.aspx>

Circular S377-2007 Working with Children Checks - requirements for Specialist Technicians

http://www.education.vic.gov.au/hrweb/Documents/S377-2007_wwccards-clr.doc

Circular S319-2007 Working with Children Checks - Additional Information

http://www.education.vic.gov.au/hrweb/Documents/S319-2007_workwithchildcheck-clr.doc

Circular C364-2011 New Price Structure for Criminal Record Checks

<https://edugate.eduweb.vic.gov.au/newsevents/corpmail/Pages/C364-2011.aspx>

Cranbourne South PRIMARY SCHOOL

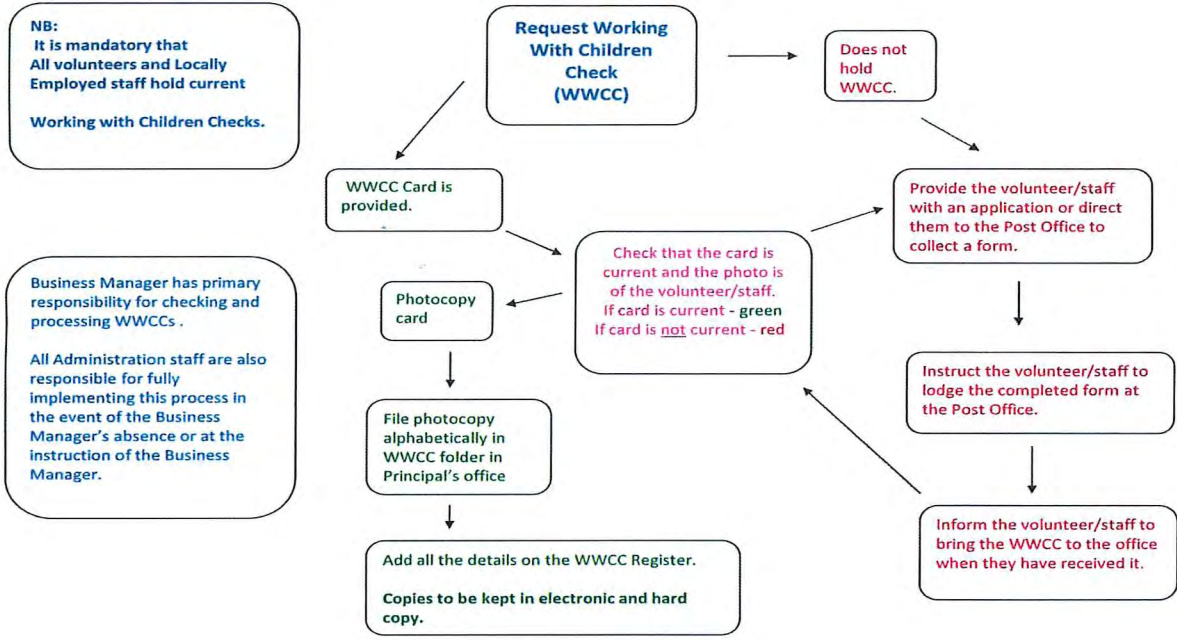
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FLOWCHART for WORKING WITH CHILDREN CHECKS



EVALUATION

This policy will be reviewed as part of the school's annual review cycle and/or as per DEECD recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on ...

Signed.....
 School Council President

Signed.....
 Principal

