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:
Working with Children Check
Policy/Procedures/Maintenance

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 the 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
Suitability for Employment Checks
Suitability for Employment Policy (PDF - 322Kb)
Circular S053-2011 Working with Children (WWC) Check – Renewal Process
Circular S377-2007 Working with Children Checks - requirements for Specialist Technicians
Circular S319-2007 Working with Children Checks - Additional Information
Circular C364-2011 New Price Structure for Criminal Record Checks
FLOWCHART for WORKING WITH CHILDREN CHECKS

NB:
It is mandatory that
All volunteers and Locally
Employed staff hold current
Working with Children Checks.

Request Working
With Children
Check (WWCC)

Does not hold
WWCC.

Provide the volunteer/staff
with an application or direct
them to the Post Office to
collect a form.

Inform the volunteer/staff to
bring the WWCC to the office
when they have received it.

Business Manager has primary
responsibility for checking and
processing WWCCs.

All Administration staff are also
responsible for fully
implementing this process in
the event of the Business
Manager's absence or at the
instruction of the Business
Manager.

WWCC Card is provided.

Photocopy card

Check that the card is
current and the photo is
of the volunteer/staff.
If card is current - green
If card is not current - red

File photocopy
alphabetically in
WWCC folder in
Principal's office

Add all the details on the WWCC Register.
Copies to be kept in electronic and hard copy.

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