

Working with Children Checks Policy

Mandatory – Quality Area

Purpose

As of the 1st January 2008, all schools and kindergartens are required to comply with the Working with Children Act 2005, and ensure that any person unsuitable to be involved in 'child related work' does not do so.

Definition

Definition: What is a Working With Children Check (WWCC)?

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.

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 have a Working with Children Check.
- To ensure that our school and kindergarten complies with the relevant Acts and Laws.
- To provide an environment that is safe.

Guidelines

Implementation:

- As of January 2008, all workers or volunteers involved in 'child related work' must have a Working with Children Check.
- You are considered to be performing 'child related work' if you work or volunteers at a school/kindergarten or school/kindergarten related activities and that you have direct contact with children under 18 years of age.
- All volunteers, contractors, staff are required to have a current WWCC card. A copy of this card must be given to the school office and kindergarten staff before starting in the school. Or kindergarten. Teachers and Educators have Victorian Institution of Teaching (VIT) cards which include a thorough Police Check.
- The school's office staff will file the copies of WWCC and VIT cards in the filing cabinet in the storeroom.

- The Kindergarten will keep copies in a designated folder in the office and a list of parents with WWCC will be kept near the kitchen on the wall.
- Black Hill Kindergarten Committee and School Council requires that all volunteers directly involved in any school/kindergarten activity must have a WWCC. Eg; kinder helpers, excursions, fruit rosters etc.

Related Policies and documents

Working with Children Act 2005 (Vic). Further information is available from the Department of Justice Working with Children webpage or the Working with Children information line on 1300652879.

Evaluation

This policy is to be reviewed as part of the Quality Improvement Framework three-year review cycle or as required due to changes in the Acts and Laws.

Endorsement

This policy was last ratified by the Kindergarten Committee in: **May 2018**

Review date: May 2019

References: <http://www.eduweb.vic.gov.au/hrweb/employcond/res/crimcheck.htm>