



Black Hill Primary School

Working With Children

Checks Policy

Purpose:

As of the 1st January 2008, all schools are required to comply with the Working with Children Act 2005, and ensure that all persons involved in 'child related work' has a current WWCC.

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.

The definition of 'direct contact' with children has been expanded to include oral, written or electronic communication as well as face-to-face and physical contact;.

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 complies with the relevant Acts and Laws.
- To provide an environment that is safe.

Implementation:

- As of January 2008, all workers or volunteers involved in 'child related work' must have a Working with Children Check. As of August 1st 2017 a WWC Check is now required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.
- All volunteers, contractors, staff are required to have a current WWCC card. A copy of this card must be given to the school office staff before starting in the school. Teachers have Victorian Institution of Teaching (VIT) cards which include a thorough Police Check.
- The office staff will file the copies of WWCC and VIT cards in the filing cabinet in the storeroom.
- Black Hill Primary School Council requires that all volunteers directly involved in any school activity must have a WWCC. Eg; classroom helpers, school camps, excursions, sleep overs, extra curricular activities such as school sporting events and concerts.

Related 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 school's three-year review cycle or as required due to changes in the Acts and Laws.

This policy was last ratified by School Council in: August 2015 updated August 2017

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