



YEA PRIMARY SCHOOL

(WWC) Working With Children Policy and Procedures

Registration Requirement 5.2

Rational

The Working with Children (WWC) Check affects many people in the Victorian community. People who work or volunteer with children, and employers, agencies and volunteer organisations that employ people in child-related work are most affected. This includes people working in schools.

The WWC Check was developed through extensive public consultation, and aims to strike a balance between protecting children, promoting volunteering and safeguarding individual rights. Volunteers add significantly to the human resources available to the school, and are encouraged, supported and recognised.

We are complying with legislation by ensuring that all who are working on behalf of the school, in a voluntary or paid capacity with the potential to come into unsupervised contact with students, have a current Working with Children Check from 2008. Voluntary work may include support in the classroom or assistance on excursions or camps.

Policy Statement

Yea Primary School will assess and verify the suitability of staff and volunteers who will work with children. Unless an exemption applies to a person, a valid Working With Children Check (WWC Check) is the minimum standard for all adults working with children. If a volunteer's occupation exempts them from the requirement to have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check, Yea Primary School may also require a criminal record check. This may be considered necessary when certain offences are relevant to the duties of the volunteer or staff member, for example checking for dishonesty offences may be required for a role that involves managing finances or petty cash.

Policy Purpose

To minimise risk of harm to students by requiring staff and volunteers of Yea Primary School to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy.

Implementation

Working with Children Act 2005 (Act) requires individuals who engage in 'child-related work' to have a Working with Children Check (WWC Check).



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- Anyone engaging in 'child-related work' as part of their role or duties, whether an employee, volunteer, visitor or contractor must have a WWC Check regardless of whether they are being supervised by a teacher or another adult with a WWC Check
- Individuals must comply with Yea Primary School WWC Policy and Procedures and sign the Yea Primary School Code of Code of Conduct before commencing duties.
- 'direct contact' with children includes face-to-face and physical contact, oral, written or electronic communication as well as face-to-face and physical contact
- A parent, or immediate relative, who volunteers at their child's school as part of an activity that their child is participating in is not required by law to have a WWC Check.
- WWC Check applications can be made online at workingwithchildren.vic.gov.au and are free for volunteers.
- A copy of current WWCC must supplied for school records before commencing duties
- Individuals that hold a current VIT Registration are exempt from having to have a WWCC. The current registration document/card must be supplied for the school records before commencing duties.

It is the responsibility of the principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the principal must be satisfied that the person meets the required Suitability for Employment Checks. See **Suitability for Employment Policy:** http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf

To maintain high standards of conduct and professionalism in our school, Yea Primary School will ensure that the Department's procedures for criminal record checks are implemented. <http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Yea Primary School will adhere to the Department procedures for the conduct of criminal records checks for all school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWC Checks to meet the Department's pre-employment suitability for employment requirements.

Volunteers and External Providers

The WWC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis. It checks for serious sexual, violent and drug-related offences as well as disciplinary findings of professional agencies such as the Victorian Institute of Teaching.

WWC Checks are required by all volunteers who will be working with students for school activities whether or not supervised by a teacher and whether or not the activity is on school grounds or during school hours. External Providers must supply an Employee WWC prior to service delivery.

For example, a volunteer who is assisting at a school camp or any other approved school activity outside of school grounds will require a WWC Check. See section below for a list of exemptions.



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A volunteer can commence work in Yea Primary School when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice and have otherwise been considered by the school to be suitable.

To be a volunteer at Yea Primary School a valid Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.
- Identity verifications are done at Australia Post.
- A video explaining what applicants need to do: [Lodging your application - Working With Children Check](https://www.youtube.com/watch?v=crGp02yLnqQ) <https://www.youtube.com/watch?v=crGp02yLnqQ>
- Individuals can also contact the WWC Check Customer Support Line on **1300 652 879** (local call charge) for further information.
- Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

Maintaining Records

A copy of the staff member or volunteer's WWC Check will be kept on the file at the school.

Yea Primary School will implement procedures to ensure staff members and volunteers hold a valid WWC Check card; at a minimum annually at the commencement of the school year.

It is the responsibility of the staff member or volunteer to:

- provide Yea Primary School with the successful WWC Check card prior to commencement
- notify the principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWC Check has been suspended.
- apply for a new WWC Check before their card expires.

Privacy

Yea Primary School will apply privacy principles when collecting, using, retaining or disposing of personal or health information in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Exemptions

The Working with Children Act identifies categories of individuals who are exempted from the requirement to have a WWC Check. Yea Primary School reserves the right to nevertheless require a WWC Check if the principal considers it necessary in the circumstances. The exempt categories are:



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Student Volunteers

A student who is 18 or 19 years of age is exempt from the WWC Check for volunteer work organised by or held at the same educational institution they attend.

Parents Volunteering in an activity with their child

Parents volunteering in an activity in which their child participates or normally participates, are exempt from needing a WWC Check.

Family Members and people closely related to the child

Family members closely related to each child in the child-related work are exempt from the WWC Check. 'Closely related' to a child means:

- parent
- spouse or domestic partner
- step-parent
- mother-in-law or father-in-law
- grandparent
- uncle or aunt
- brother or sister, including half siblings, step siblings, brother-in-law or sister-in-law.

Teachers

Registered teachers or teachers who have permission to teach from the Victorian Institute of Teaching under Part 2.6 of the *Education and Training Reform Act 2006* are exempt from requiring a WWC Check.

Police Officers

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check.

For a full list of exemptions and examples refer to: [Working with Children Check – Exemptions](#)

Links and References

School Policy Advisory Guide:

- Child Safety Policy and Statement of Commitment
- External Provider Policy
- Volunteer Workers and Management Policy

DEECD Human Resources:

- [Volunteer Workers](#)
- [Volunteer Checks](#)



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- [Suitability for Employment Checks](#)

External Links:

- [Victorian Institute of Teaching](#)
- [Working with Children Check](#)

1. EVALUATION

Policy number	<<insert number>>	Version	2
Drafted by	Fiona Joseph	Approved by School Council on	<<insert date>>
Responsible person	Debbie George	Date Implemented	2017
School Council President	<<sign>>	Scheduled review date	2019
Principle	<<sign>>	Review cycle	Bi-annual

Version 2 taking into account changes to the *Working with Children Act 2005* (Act) commencing on 1 August 2017.
