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# DEBNEY MEADOWS PRIMARY SCHOOL

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## Working with Children Check

### **Policy Statement**

Debney Meadows Primary School will assess and verify the suitability of staff and volunteers who will work with children. Unless an exemption applies to a person, (eg. Police Officer, Teacher), a valid Working with Children Check (WWCC) is the minimum standard for all adults working with children. If a volunteer's occupation exempts them from the requirement to have a WWCC, they must provide evidence to support their claim to an exemption.

The Working with Children Check (WWCC) aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

The intent of this procedure is to outline which positions at the school require a WWC check and the process to be followed. This procedure applies to:

- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment. Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

### **Volunteers**

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. 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. A volunteer can commence work at Debney Meadows 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.

### **Staff – Education Support**

A current satisfactory Working with Children Check E (Employment) is required by all Education Support Staff, including Casual ES Staff and any workers based at our School (even if not employed by the School such as Maintenance, IT Staff).

### **Maintaining Records**

It is the responsibility of the Administration Office to ensure, prior to employment that any prospective new employees are compliant with their WWC Check. (Note if a person is registered with the VIT this replaces the requirement for a WWC Check). A Copy of the staff member or volunteer's WWC check will be kept on file at the school. It is the responsibility of each ES Staff member and other workers and volunteers:

- to ensure that their registration is current. This information can be accessed by visiting <https://online.justice.vic.gov.au/wwccu>

- notify the principal if there has been a relevant change in circumstances e.g. if they have been charged or found guilty of a new relevant offence or if their WWC check has been suspended.
- Eight weeks prior to the WWC check expiring, a pre-populated renewal application form will be sent to the cardholder.
- It is the employee or volunteer's responsibility to apply for a new WWC check before the expiry date. At the 1<sup>st</sup> of each month, the Working with Children Register is to be checked for employees whose card is due to expire, or to identify any changes to WWCC status. Once the employee has renewed the card, office administration will update the new expiry date on Edupay and CASES21 then update the register spreadsheet. Any worker or volunteer who does not have a current satisfactory Working with Children Check will be removed from their duties.

### **Privacy**

Debney Meadows 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).

### **Links and References**

School Policy Advisory Guide:

- Volunteer Checks
- Volunteer Workers DET Human Resources:
- Suitability for Employment Checks External Links
- Victorian Institute of Teaching
- Working with Children Check Evaluation

***This policy will be reviewed annually or more frequently, as circumstance require.***

***History of Updates to Policy May 2019.***