



## PARK ORCHARDS PRIMARY SCHOOL

### Policy and Procedures: Working With Children

#### RATIONALE

The Working With Children Check' (WWCC) 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 (VIT).

#### 1. PURPOSE

Park Orchards Primary School (POPS) requires staff and volunteers to provide a valid WWC Check in accordance with legislation and Department policy. If a volunteer's occupation exempts them from the requirement, they must provide evidence to support their claim to an exemption. In addition to a WWCC, POPS 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, e.g. checking for dishonesty offences may be required for a role that involves managing finances or petty cash.

#### 2. IMPLEMENTATION

1. Prior to employing a person, the Principal must be satisfied that the person meets the required 'Suitability for Employment Checks'.
2. To maintain high standards of conduct and professionalism, POPS will ensure that the Department's procedures for criminal record checks are implemented.
3. All volunteers, external providers and contractors who work with students or in the school are required to have a WWCC. They are required to have a WWCC whether or not supervised by a teacher and whether or not the activity is on school grounds or during school hours.
4. To be a volunteer at POPS, a valid WWCC 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
- WWCC for paid employment can be used to show suitability for volunteer work.

5. A volunteer can commence work at POPS when they provide a card or certificate as proof that they have a current WWCC with the Department of Justice.

## **VRQA 5.2: Compliance with Working with Children Act 2005**

6. POPS will implement procedures to ensure staff members and volunteers hold a valid WWCC card at the commencement of the school year or as registered at the school.
7. A copy of the staff member or volunteer's WWCC will be kept in both electronic and as a hard copy and kept in the School Office.
8. It is the responsibility of the staff member or volunteer to:
  - provide POPS with the successful WWCC card prior to commencement
  - 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 WWCC has been suspended.
  - apply for a new WWCC before their card expires.
9. POPS 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).

### **Other policies and procedures which underpin this policy:**

- Duty of Care Policy & Procedures
- Camping Policy & Procedures
- Incursion and Excursions Policy & Procedures

### **4. EVALUATION**

- This policy will be reviewed as part of the school's four year review cycle.

This policy was ratified by School Council on...