



# Working with Children (WWC) and Criminal Record Check Policy

(Ratified by School Council: November 2017)

## 1. PURPOSE:

To ensure that volunteers, staff, contractors and people coming into direct contact with students meet legal requirements.

This policy applies to volunteers, staff, contractors and people coming into direct contact with students; who do not hold a current VIT Registration.

## 2. GUIDELINES:

The WWC and Criminal Records Check Policy for Upwey South Primary School is based upon the guidelines provided within the **DET School Policy and Advisory Guide: Volunteer Checks** <http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>

A Working with Children Check (WWC Check) and a Criminal Record Check is automatically undertaken in order for teachers to gain their VIT (Victorian Institute of Teaching) Registration, allowing them to teach within Victorian Schools.

The WWC Check is the minimum checking standard set by the **Working with Children Act 2005** for those who work with children, either on a paid or voluntary basis.

**2.1** All volunteers are required to **provide evidence** of their suitability if requested. This evidence is generally a working with children check (WWC Check).

**2.2** To be a volunteer at a school, a WWC Card provided by the Department of Justice is required. This card is:

- a) valid for 5 years
- b) transferable between volunteer organisations
- c) 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.

**2.3** If a volunteer's occupation exempts them from the requirement to also have a WWC check (e.g. police officers, teachers and emergency services) they must provide evidence to support their claim to an exemption.

**2.4** In addition to a WWC Check a school may also consider it necessary that a criminal record check (Police Records Check) is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

### **3. IMPLEMENTATION:**

#### **3.1 *Personnel***

It is the responsibility of the School Administration to ensure that Casual Relief Teachers present their VIT Registration upon signing into the school.

All visitors to the school, including but not limited to contractors, volunteers and casual relief teachers must sign in at the School Office and wear a “visitor’s badge” during their time in the school grounds. They must then sign out and return their badge upon leaving the school premises.

As a volunteer, ***your WWC Card must be on you at all times*** when undertaking volunteering duties within the school grounds. This requirement also extends to include volunteering at approved school events, such as excursions and camps.

***If you do not have your WWC Card with you in person***, you may be requested by school administration to cease your volunteering duties for the current purpose, to which you may later return when the card is in your possession.

#### **3.2 *Exemptions***

All tradespeople/ contractors required to be working within the school for emergency works, who do not possess a current WWC Check, must be accompanied by a staff member for the duration of their visit.

A person in the school on a short term basis, such as delivering a registered package, who does not possess a WWC Check must be under the direct supervision of a staff member at all times.

### **4. RELATED LEGISLATION:**

Working With Children Act 2005

### **5. RELATED POLICIES:**

Equal Opportunity, Discrimination and Harassment Policy

Volunteers and Visitors Policy

### **6. POLICY EVALUATION:**

Evaluation will be conducted every two years by the Educational Policies Subcommittee.

**7. DUE DATE FOR REVIEW:**

This policy is due to be reviewed in November 2019.