Kananook Primary School

Working With Children Check Policy

Rationale:
A Working with Children Check (WWC) of employees and volunteers assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional conduct.

Aims:
To ensure all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

Implementation:
1. In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Department of Education and Early Childhood Development requirement that all new employees, including those applying for transfer or promotion undergo a satisfactory Working with Children Check which includes a Police Record Check within that framework.
2. Teachers who have current registration with the Victorian Institute of Teaching (including Provisionally Registered Teachers) are exempt from needing a WWC Check for any “child-related” work as they are already checked by a similar scheme.
3. A WWC Check is valid for five years. It is the responsibility of the individual to ensure this check is updated after five years have lapsed.
4. Employees requiring a WWC will be required to organise and pay for the checks themselves.
5. School Council also requires that volunteers who assist in programs that have potentially higher levels of student contact than normal (eg: camps, excursions, sporting team coaching, swimming programs) must also obtain a WWC.
6. WWC details will be included on the Excursion and Camp volunteer information notices.
7. Parent volunteers (such as reading helpers in the classroom) whose child ordinarily participates in that activity are exempt from applying for a check. However, if they volunteer in activities that their child is not a part of, they are required to have a WWC.
8. Parent volunteers (as mentioned above) must work under the supervision of the classroom teacher and be visible by the classroom teacher at all times.
9. Working with Children checks of volunteers are the responsibility of those volunteers.
10. The principal will decide which other groups of volunteers require Working with Children checks.
11. Reasons for volunteers to undertake WWC, as well as the fact that volunteers on camps and excursions etc have all obtained a WWC, will be publicised in the school newsletter.
12. Teachers in charge of camps and excursions will sight WWC checks and note the expiry date prior to the activity or event.
13. For more information and the required forms, go to Department of Justice – Working With Children Check.

Procedure – Managing the WWC Check Process
• When a new staff member commences work at Kananook Primary School, the school will use the WWC Application Number or the WWC check to check the status of the staff member on the WWC website.
• The school will maintain an up-to-date register of all staff and their WWC registration.
Procedure – Managing the WWC Register

- The school office will circulate an information update form annually to staff to provide updated personal and contact details.
- At the beginning of the school year, the school office will check the status of the staff member’s WWC by using the online check status on the WWC website.

Evaluation:
This policy will be reviewed as part of the school’s review cycle.

This policy was last approved by School Council in 2013