



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.

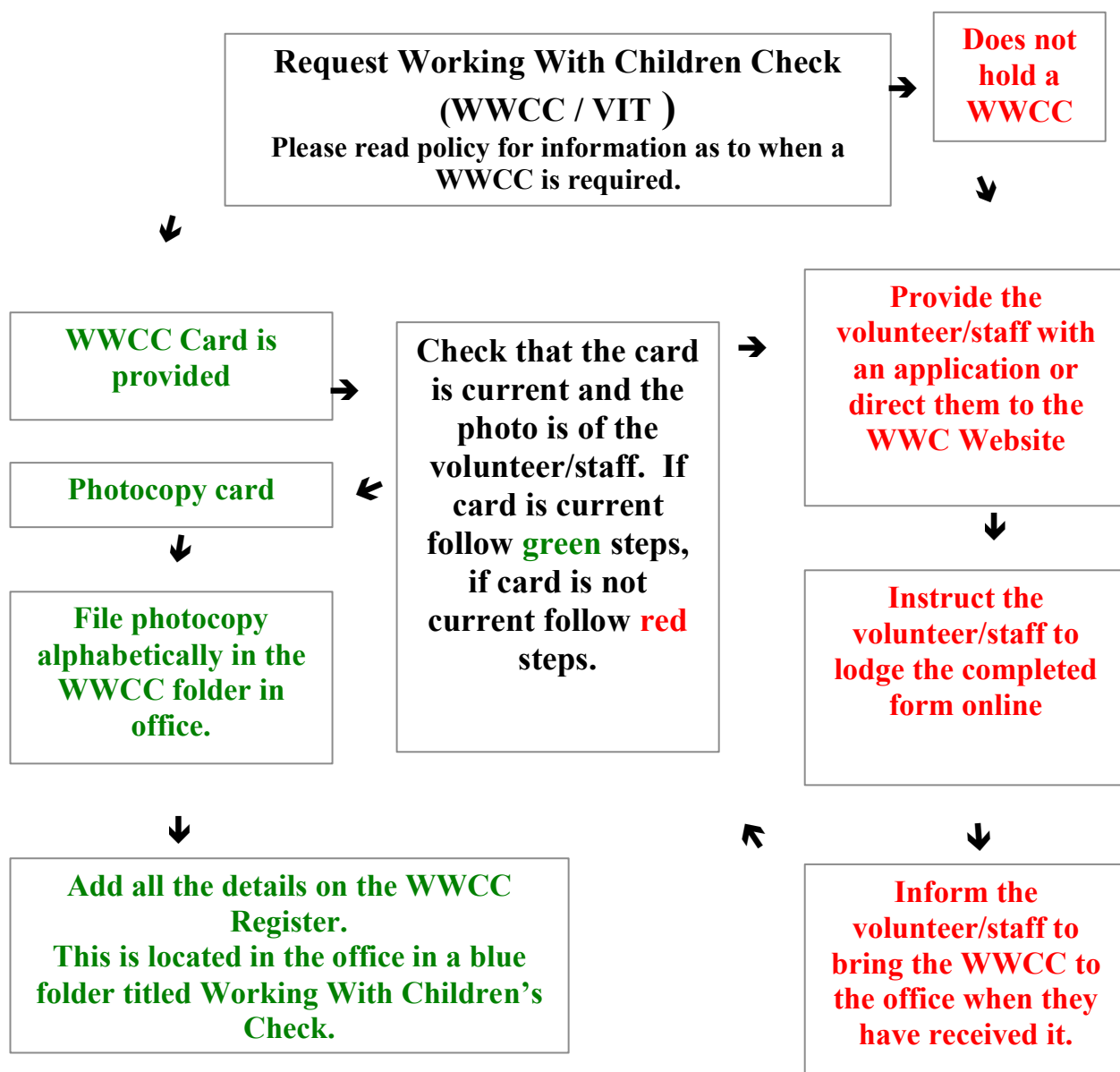
Implementation:

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. Family 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. Family 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. International visitors (such as Japanese students) do not require a WWC, and must be under the direct supervision of their supervising teacher.
12. 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 and on the school website.
13. Teachers in charge of camps and excursions will sight WWC checks and note the expiry date prior to the activity or events. Helpers at these events will complete a parent helper form, which includes personal details along with WWC details (appendix 1)
14. For more information and the required forms, go to [Department of Justice – Working With Children Check](#).

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.
- It is the responsibility of the Office Manager and Principal to ensure the register is up to date.

Flow Chart for Working With Children Checks

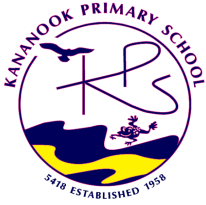


The Business Manager has primary responsibility for checking and processing WWCCs. All Administration staff are also responsible for fully implementing this process in the event of the Business Manager’s absence or at the instruction of the Business Manager. It is the responsibility of the Assistant Principal to monitor WWCC for student teachers.

Evaluation:

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

Prepared by	Martene Matthews
Approved by	Education Committee
Date Reviewed	June2016
Responsible for review	
Review Date	
References	DET



VOLUNTEER PARTICIPATION FORM

Dear Parent/Volunteer,

Thank you for offering to help with the **(insert name of event/excursion)** on **(insert date and time)**.

During the excursion you will:

1. Remain under the supervision of a qualified staff member at all times.
2. Be required to follow the directions of staff at all times.
3. Be expected to comply with venue policies/code of conduct such as no smoking and sun protection.

Prior to the excursion you will:

1. Be provided with information about the educational objectives and your responsibilities in regard to the children participating in the excursion.
2. Be provided with written details such as the timetable for the day's events, staff names etc.
3. Be asked to provide emergency details for yourself prior to the excursion and permission for the teacher in charge to seek emergency medical treatment and or an ambulance service on your behalf if required.

VOLUNTEER PARTICIPATION ACKNOWLEDGEMENT

I, _____ understand and accept the responsibilities and conditions as noted above, and agree to volunteer for the above event/excursion.

I authorise the teacher in charge to seek emergency medical treatment or ambulance transport on my behalf if required.

Personal contacts to be notified in case of an emergency are:

Contact 1	Contact 2
Name:	Name:
Relationship:	Relationship:
Contact number:	Contact number:

Contact details of medical practitioner or medical service:

Printed name: _____

Signature: _____ Date: _____

The Kananook staff and students thank you for assisting with our event/excursion.

Working With Children Check

Expiry Date

