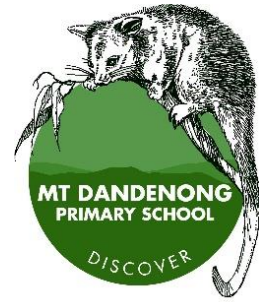


WORKING WITH CHILDREN'S CHECK POLICY & PROCEDURES

Ratified by School Council: 2017
Review: 2020



1. POLICY STATEMENT

Mount Dandenong Primary School will assess and verify the suitability of staff, both teaching and non-teaching, and volunteers who will work with children. Unless an exemption applies to a person, a valid 'Working With Children Check' (WWC Check) is the minimum standard for all adults working with children. If a volunteer's occupation exempts them from the requirement to have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check, Mount Dandenong Primary School may also require a criminal record check for staff who may not work with children but are working on the premises (following Departmental procedures). This may be considered necessary when certain offences are relevant to the duties of the volunteer or staff member, for example checking for dishonesty offences may be required for a role that involves managing finances or petty cash.

2. POLICY PURPOSE

To minimize risk of harm to students. Mount Dandenong Primary School requires staff and volunteers to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy.

3. IMPLEMENTATION

3.1 It is the responsibility of the Principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the Principal must be satisfied that the person meets the required Suitability for Employment Checks. See **Suitability for Employment Policy**:

http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf

3.2 To maintain high standards of conduct and professionalism in our school, Mount Dandenong Primary School will ensure that the Department's procedures for criminal record checks are implemented.

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

3.3 Mount Dandenong Primary School will adhere to the Department procedures for conducting criminal records checks:

- for all school based employees

- including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching
- WWC Checks to meet the Department's pre-employment suitability for employment requirements

4. Volunteers

4.1 Definition

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. See section 3.5 below for a list of exemptions.

4.2 Commencing volunteering

A volunteer can commence work at Mount Dandenong 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.

5. Working with Children Check

The WWC Check 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.

5.1 To be a volunteer at Mount Dandenong Primary School a valid Working with Children 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

6. Maintaining records

6.1 A copy of the staff member or volunteer's WWC Check will be kept on file at the school.

6.2 Mount Dandenong primary School will implement procedures to ensure staff members and volunteers hold a valid WWC Check card; at a minimum annually at the commencement of the school year.

6.3 It is the responsibility of the staff member or volunteer to:

- provide Auburn Primary with the successful WWC Check card prior to commencement

- notify the Principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWC Check has been suspended
- apply for a new WWC Check before their card expires

7. Privacy

Mount Dandenong 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).