

DEDERANG PRIMARY SCHOOL

"Where each child is challenged to be curious, creative and caring."



WORKING WITH CHILDREN CHECK (WWCC) POLICY 2017

POLICY STATEMENT:

Dederang Primary School will assess and verify the suitability of staff, 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.

As of the 1 January 2008, all schools are required to comply with the Working with Children Act 2005, and ensure that any person unsuitable to be involved in 'child related work' does not do so.

PROCEDURE:

1. Volunteers

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.

A volunteer can commence work in Dederang 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.

2. 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.

To be a volunteer at Dederang 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.

Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

3. Maintaining records

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

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

- provide Dederang Primary School 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.

4. Privacy

Privacy principles will apply 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).

5. Exemptions

The Working with Children Act identifies categories of individuals who are exempted from the requirement to have a WWC Check. The exempt categories are:

- Student volunteers
A student who is 18 or 19 years of age is exempt from the WWC Check for volunteer work organised by or held at the same educational institution they attend.
- Parents/carers volunteering in an activity with their child
Parents volunteering in an activity in which their child participates or normally participates, are exempt from needing a WWC Check.
- Teachers
Registered teachers or teachers who have permission to teach from the Victorian Institute of Teaching under Part 2.6 of the *Education and Training Reform Act 2006* are exempt from requiring a WWC Check.
- Police officers
Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check.

For a full list of exemptions and examples refer to: [Working with Children Check – Exemptions](#)

LINKS AND REFERENCES

School Policy Advisory Guide:

- [Volunteer Checks](#)
- [Volunteer Workers](#)

DEECD Human Resources:

- [Suitability for Employment Checks](#)

External Links:

- [Victorian Institute of Teaching](#)
- [Working with Children Check](#)

Presented to School Council _____ May 2017 and ratified.

Policy review: 2018