

Working with Children Check Policy

Rationale:

The Working with Children (WWC) Check aims to assist in protecting children from sexual or physical harm by screening the criminal records and professional conduct of people doing child-related and child-connected work. It is designed to complement good selection, supervision and training practices (including rigorous reference checking). The requirement for a Working with Children Check will assist Seville Primary School in verifying the suitability of staff, support staff, volunteers and visitors as applicable, endeavouring to ensure a safe environment for all of our students.

Definition:

The Working with Children Check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. Broadly, the WWC Check considers serious sexual, violent and drug offences. The WWC Check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC Check is administered by the Department of Justice and Regulation.

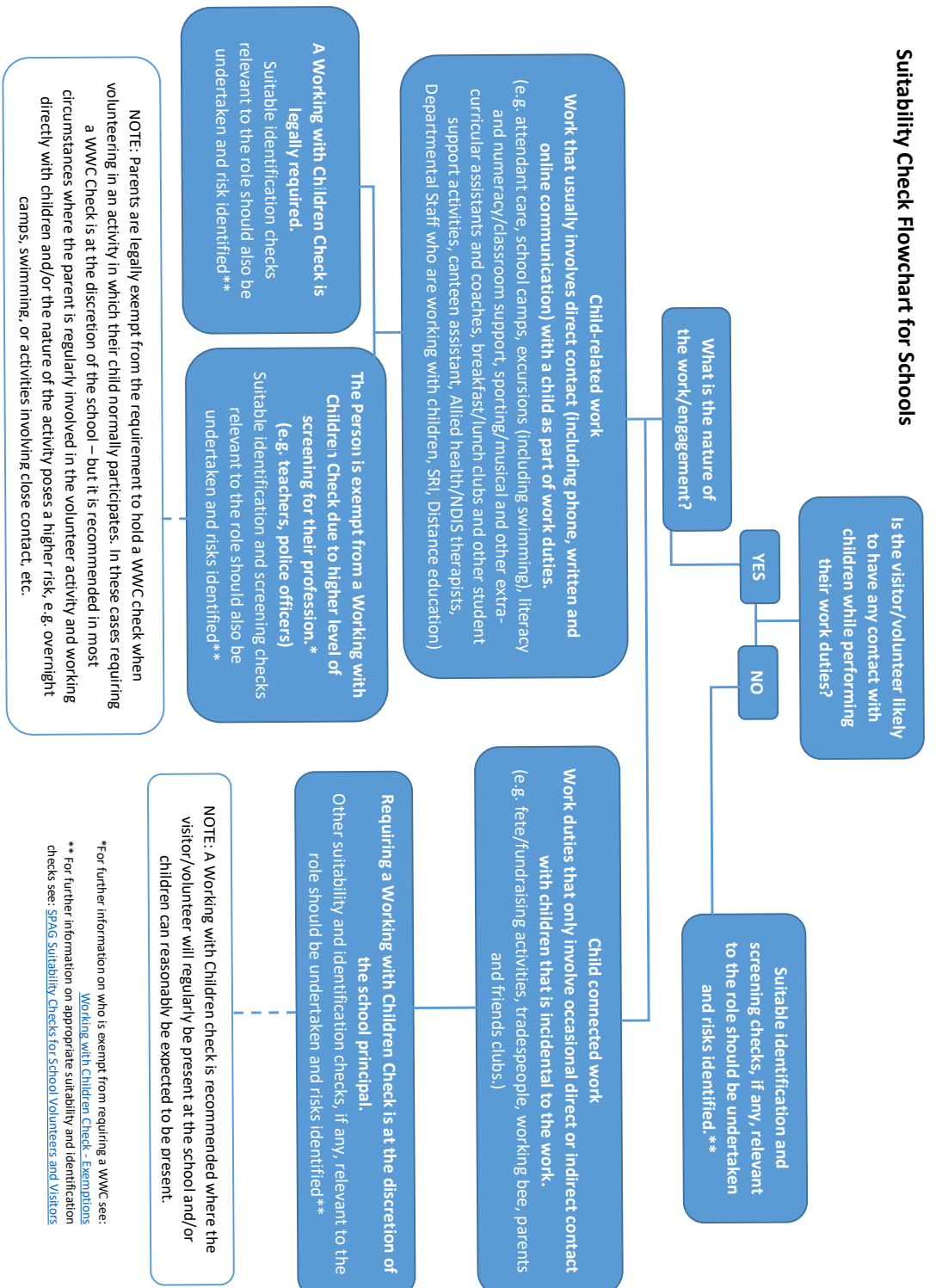
Aim:

- To ensure students at Seville Primary School are protected from being exposed to inappropriate people.
- To provide a safe environment at Seville Primary School.
- To identify when a Working with Children Check is required and that Seville Primary School complies with the Working with Children Act.

Implementation:

- To obtain a WWC Check an application must be completed online at <http://www.workingwithchildren.vic.gov.au>. You will need to verify your identity and have a photograph taken.
- The requirement for a WWC Check does not apply to people who are under the age of 18, are currently registered with the Victorian Institute of Teaching (VIT) or are Victoria Police officer or Australian Federal Police (AFP) officer.
- Any staff member registered with the VIT must provide a copy of current registration on renewal.
- Any person registered with VIT seeking contract or casual employment must provide a copy of current registration before commencing.
- All casual relief teachers employed must be registered with the VIT.
- A WWC Check must be obtained for all School Service Officer (SSO) staff employed at Seville Primary School. This must be presented prior to commencing employment.
- A WWC Check must be obtained for volunteers who work regularly in "child-related" work.
- Contractors and people running programs when entering the School premises will be required to produce evidence of WWC check when signing in at the Office.
- At the start of each year, this policy will be communicated to the school community through the school website.
- Seville Primary School will keep a register listing the relevant details of those people who have obtained a WWC Check so that it will not be necessary to produce the Check on every occasion. This register will be maintained by the Business Manager.
- The WWC Check register will be updated with new WWC Checks on an ongoing basis. At the start of every year the register will be updated and all WWC Checks will be checked against the

Suitability Check Flowchart for Schools



Department’s Central Register for continued suitability. This will be done by the Business Manager.

- Commencement of any volunteering role at Seville Primary School will be conditional upon receipt of a successful Assessment Notice or WWC Check card.
- To assist in determining whether a person (employee, volunteer, visitor) will be engaged in child-related or child-connected work, and thus what suitability checks may be appropriate, see the flowchart below:

Additional and Relevant Documents:

- SPS Duty Of Care Policy
- SPS Child Safe Policy
- SPS School Helper Policy
- School Policy and Advisory Guide
- <http://www.workingwithchildren.vic.gov.au>

Evaluation:

This policy will be reviewed as part of the School's three-year review cycle

This policy was ratified by School Council in 2018.

This policy will be reviewed by School Council in 2020.