

GREATER SHEPPARTON SECONDARY COLLEGE

WORKING WITH CHILDREN CHECK POLICY

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| Review Cycle: | Three (3) years | Last Review Date: | March 2019 |
| Next Review Date: | March 2023 | Approved by: | School Leadership |
| Responsible for Review: | | Initial Endorsement Date: | March 2019 |

RATIONALE

Greater Shepparton Secondary College has a responsibility to ensure the safety of all children and employees. All students enrolled, and any child visiting, has a right to feel safe and be safe, and the wellbeing of children in our care will always be our first priority. We have zero tolerance to child abuse, and we aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Therefore all non-teaching staff, volunteers, and contractors must produce a current Working with Children Check (WWCC) to ensure they are suitable to engage in 'child-related work' as defined by the Working with Children Act 2005 and its subsequent amendments (see Other Links and References). However the Act does not include occasional direct contact with a child that is incidental to the work the person is performing at the school (whether or not that work is paid).

Teaching staff are separately covered by the Victorian Institute of Teaching as part of their ongoing Teacher Registration, so long as their registration is actively maintained.

AIMS

- To ensure that anyone engaging in 'child-related work' as part of their role or duties, whether an employee, volunteer, visitor or contractor has a valid WWCC, regardless of whether they are being supervised by a teacher or another adult with a current WWCC.
- To maintain a register with expiry dates – cards are valid for 5 years.
- To ensure the correct card is supplied - "E" for Paid Employees and "V" for Voluntary work.
- To monitor the register on an ongoing basis.

IMPLEMENTATION

The Working with Children Check was introduced as a minimum checking standard across Victoria for people who work or volunteer with children in certain capacities. This check will ensure that people who are unsuitable to engage in 'child related work' do not do so and is to be read in conjunction with Greater Shepparton Secondary College Volunteers & Visitors Policy.

- The Act defines ‘child-related work’ as work which usually involves (or is likely to involve) regular, direct contact with a child whether supervised or unsupervised, and in any of twenty child related occupational fields listed in the Act, paid or unpaid.
- ‘Direct contact’ with a child includes oral, written or electronic communication as well as face-to-face and physical contact.
- If an employee passes the WWCC s/he will be issued a WWCC Card by the Dept. of Justice & Regulation.
- If an employee fails the WWCC they may be given an Interim Negative Notice and given the opportunity to explain and must also, as required by law, notify Greater Shepparton Secondary College within seven days.
- In an event that the employee fails the WWCC, Greater Shepparton Secondary College will refuse their employment.
- A parent or immediate relative, who volunteers at their child’s school as part of an activity that their child is participating in, is not required by law to have a WWCC.
- The principal has the discretion to verify the suitability of volunteers and visitors to the school, and may decide to require a parent to have a WWCC depending on the activities and nature of the volunteer work performed.

PROCESS

- The WWCC card is sighted and a copy taken, along with all relevant paperwork, prior to commencement of employment
- The WWCC details are entered in eduPay for both DET and Local School Council employees
- A Working with Children Check register is maintained which lists the person’s Full Name, WWCC Number and expiry date - it will be monitored and updated with new employees and volunteers and whenever WWCCs are due to expire and need renewing
- If an employee or volunteer has applied for a card, pending approval the receipt should be presented as evidence prior to commencement of employment
- Principals and Business Managers may enquire at any time on the status of a WWCC by visiting www.justice.vic.gov.au/workingwithchildren or by phoning the WWCC Customer Support Line 1300 652 879
- Where an employee’s WWCC has expired and they are no longer an employee or volunteer of Greater Shepparton Secondary College, we will not be required to update their details
- Before the expiry date, current employees will be notified to provide the school with a copy of their renewed WWCC card
- Where a teacher is no longer VIT registered they must present with a valid WWCC card
- With contractors, a determination will be made as to whether their visit/s constitutes ‘child-related work’ and therefore if they require a WWCC. This will depend on whether contractors are frequently on the school grounds during normal school hours.

OTHR LINKS AND REFERENCES

This policy should be read in conjunction with:

[Working With Children Amendment Act 2016 No. 72](#)

[Working With Children Act 2005](#)

[DET PROTECT portal](#)

[Parent Participation At Schools](#)

[Working with Children – Toolkit for Organisations](#)

workingwithchildren.vic.gov.au for online applications

<http://www.workingwithchildren.vic.gov.au/toolkit/toolkit+for+organisations>