



WORKING WITH CHILDREN CHECKS POLICY

File location: U:\PUBLIC\Policies & Procedures\Approved Policies\Working With Children Checks Policy.doc

Authorised by: **Principal**

Approved by School Council:
22/5/19

Date Created: 07/09/16

Last Updated: 14/5/19

Review Date: 2020

Page Number: 1 of 3

Statement:

Horsham College believes that the safety of children is of paramount importance and as such, has a zero tolerance of child abuse.

Rationale:

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.

As of 1 August 2016, all schools are required to comply with the **Child Safe Standards**, under Ministerial Order 870. All care will be taken during the recruitment process of both staff and volunteers to ensure that the safety of children is the first priority.

Aims:

- To ensure children under our care are protected from being exposed to inappropriate people and subsequent child abuse.
- To ensure all people engaged in 'child related work' with our students and who are required to have Working with Children Checks, do so
- To ensure that our school complies with the relevant Acts and laws. (Ministerial Order 870)
- To provide an environment that is safe.

Implementation:

- As of 1 January 2008, all workers or volunteers related in 'child related work' must undergo Working with Children checks prior to commencing work.
- Horsham College will follow the Suitability Check Flowchart outlined in Appendix A.
- You are considered to be performing 'child related work' if you work or volunteer at a school or school related activities, and you volunteer or do this work on a regular basis, and you have direct contact with children under 18yrs of age which is unsupervised, and you do not qualify for an exemption.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies Working with Children Check requirements, and are therefore exempt.

- All Education Support staff members have a Working with Children Check as a condition of their employment.
- Parents who volunteer in relation to an activity in which his or her child ordinarily participates (eg: classroom reading) are also exempt. If the same parent volunteers in a class or activity that his or her child does not ordinarily participate in, then a check is required,
- School Council does not pay for Working with Children Checks, which are free to volunteers.
- All people required to have Working with Children Checks are issued a WWC Check card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities.
- School Council will maintain a record of volunteers with up to date WWC Checks.
- School Council requires that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc. and those visiting the school for incursions, all have valid Working With Children Checks.

Child Safety Standard 4 – Staff Selection Checklist

When recruiting new staff or volunteers some important child safety areas for assessment include the applicant's:

- * motivation is to work with children?
- * relevant and verifiable child-related work experience
- * understanding of professional boundaries
- * communication skills

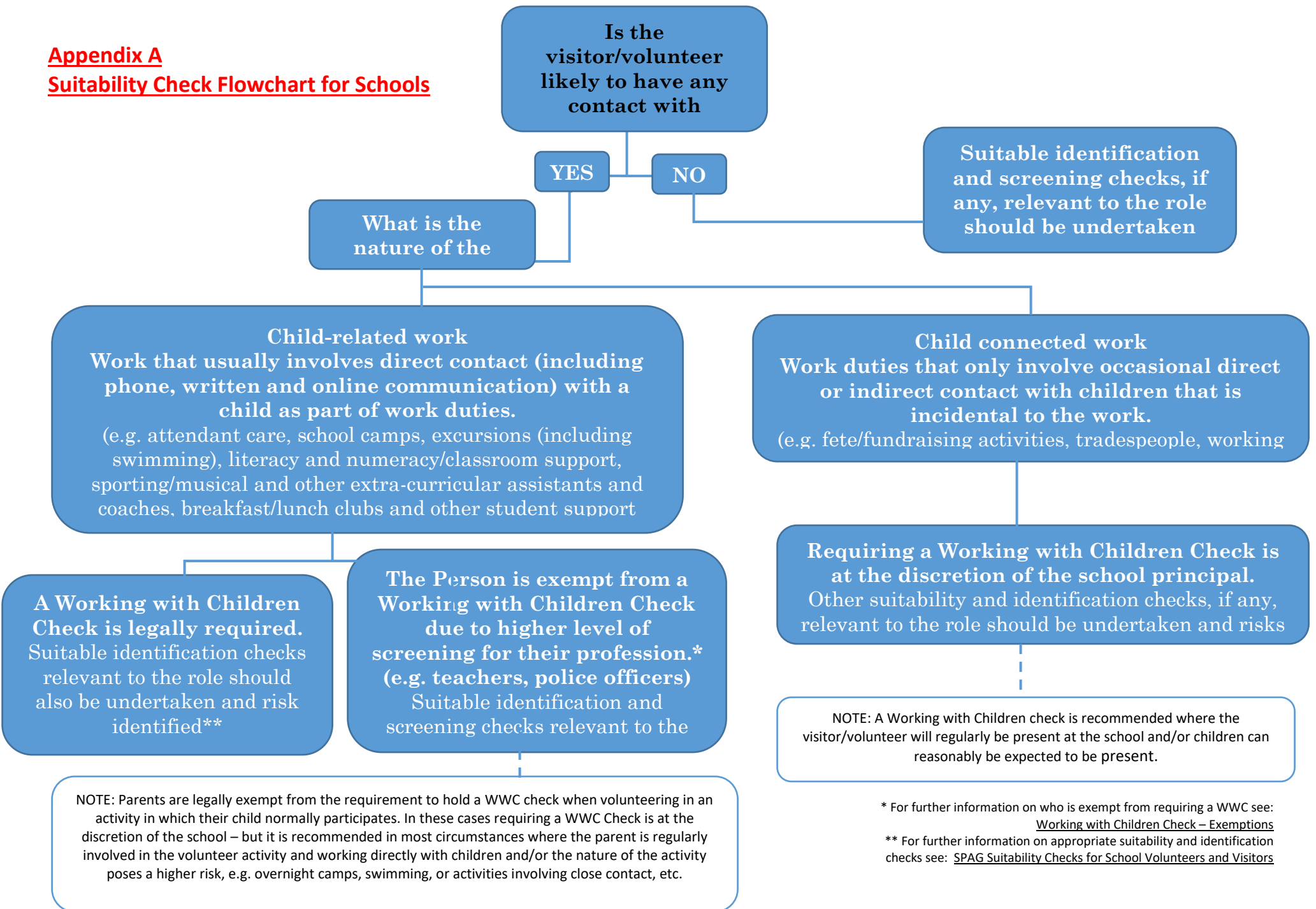
Evaluation:

This policy will be reviewed as part of the school's review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

Reference:

<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx> <http://www.vrqa.vic.gov.au/childsafes/Pages/resources.html>

Appendix A
Suitability Check Flowchart for Schools



NOTE: Parents are legally exempt from the requirement to hold a WWC check when volunteering in an activity in which their child normally participates. In these cases requiring a WWC Check is at the discretion of the school – but it is recommended in most circumstances where the parent is regularly involved in the volunteer activity and working directly with children and/or the nature of the activity poses a higher risk, e.g. overnight camps, swimming, or activities involving close contact, etc.

* For further information on who is exempt from requiring a WWC see: [Working with Children Check – Exemptions](#)
 ** For further information on appropriate suitability and identification checks see: [SPAG Suitability Checks for School Volunteers and Visitors](#)

