

## MONTPELLIER PRIMARY SCHOOL WORKING WITH CHILDREN CHECK POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop:  
Phone 03 9280 1955 for interpreters or call our school office on (03) 5243 2521.

### RATIONALE

The purpose of this policy is to ensure schools and school leaders understand and comply with the legal requirements for undertaking suitability checks including Working with Children Checks for volunteers and visitors who work with children in government school environments.

### AIMS

- Montpellier Primary School has a vital role in establishing a child safe culture through implementing and reviewing child safe policies and practices to minimise child abuse risks.
- Victorian legislation requires schools, and other organisations working with children, to take specific steps to minimise the risk of child abuse. Both the Worker Screening Act 2020 (Vic) and Victoria's Child Safe Standards establish requirements for schools to appropriately screen adults who will be working with children.

*Note that in this policy, a reference to 'visitors' also includes a reference to contractors engaged by the school and employees of contracted service providers engaged by the school.*

### IMPLEMENTATION

- Montpellier Primary School will establish and implement school-level policies and procedures to assess and verify the suitability of volunteers and visitors who engage in child-related and child-connected work, knowing that we can establish local policies that exceed the requirements of the Worker Screening Act 2020 (Vic) if required.
- Montpellier Primary School will comply with the Worker Screening Act 2020 (Vic) requirements to ensure that all adults engaging in child-related work, whether paid or unpaid, have a current Working with Children Clearance (issued as the successful outcome of a Working with Children Check)

*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.
- Parents who volunteer in relation to an activity in which his or her child ordinarily participates (eg: classroom reading) is 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 all have Working with Children checks.
- School Council will consider other activities such as incursions on a case-by-case basis.
- Once initial suitability checks have been successfully undertaken, schools must also ensure that the ongoing supervision and people management of volunteers and other adults working with children focuses on child safety and wellbeing.

### **PROCEDURES FOR MAINTAINING THE WWC REGISTER**

- All new employees ES and Teaching staff will produce their WWC card or VIT registration card for photocopying and retaining in their staff file.
- Prospective employees applying on Recruitment On Line failing to enter their appropriate details for WWC successful applicants will be provisionally appointed pending sighting of their appropriate card.
- Email notifications from DEECD are followed up immediately and appropriate action taken including meeting with staff member and assistance if required.
- Separate registers are kept on U Drive citing WWC currency status and expiry dates.

### **EVALUATION**

This policy will be reviewed as part of the school's review process.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	2026
Approved by	Principal
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.
Next scheduled review date	2029