

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

As of 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.

AIMS

- To ensure children under our care are protected from being exposed to inappropriate people.
- 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.
- 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.
- 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.

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 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 may have to be adjusted from time to time to allow for DEECD initiatives.
This policy will be reviewed as part of the school's review process.

POLICY REVIEW AND APPROVAL

Policy last reviewed	
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	

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.