

POLICY NO. OHS008

Working with Children Checks

PURPOSE:

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.

At Chelsea Heights Primary School we aim:

- 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.

GUIDELINES:

- 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 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. Police officers are also exempt.
- School Council does not pay for Working with Children checks. WWC Checks last for 5 years. As of 2016 WWC for volunteers are free.
- 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.

EVALUATION:

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

Related Policies:

Policy WEL013 (#84) Community Helpers

Policy CUR016 (#3) Camps and Sleepovers

Policy CUR017 (#11) Excursions

Policy CUR018 (#39) Incursions

School Chelsea Height PS		Policy name Working with Children Check		Policy Ref. Number OHS008	
Written by: J Satchwell, K Scott	Amended by: J Satchwell	Approved by: School Council	Date: 9/5/2016	Version 1.1	Page 1 of 1