



# ST ALBANS HEIGHTS PRIMARY SCHOOL

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## *Working with Children Check Policy*

### **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.

### **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  
<http://www.workingwithchildren.vic.gov.au/home/resources/legislation/legislation>
- To provide an environment that is safe for all children.

### **Implementation:**

- 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 18 years 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 (e.g.: classroom reading, athletics day, swimming carnival, excursion) are 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, (e.g.: senior footy team if child is in Prep)
- School Council requires any parent attending camps, sleepovers or involved in the direct supervision of groups of children at sporting functions, even when their own child is present, to have a Working with Children Check Card.
- 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. Volunteers will be issued with a lanyard for the display of their Working with Children Check Card and will be expected to wear this whilst working or volunteering.
- Admin staff will maintain a record of volunteers with up to date Working with Children Checks and table these at School Council as new volunteers are added to the list.
- School Council will consider other activities such as incursions on a case-by-case basis.

### Links

Department of Justice and Regulation

<http://www.workingwithchildren.vic.gov.au/home/about+the+check/>

DET Visitors in School

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>