



# Policy – Working With Children’s Check

## Epping Primary School

### 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.

### Scope

- 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:

- 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,
  - 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. Police officers are also exempt.
- The principal is responsible for keeping records of registered teachers’ police and *Working with Children Checks* via *EduPay Management Resources*.
- Parents who volunteer in relation to an activity in which his or her child or directly participates (eg. classroom reading) is also exempt. If the same parent volunteers in a class or activity that his or her child does not directly participate in, then a check is required.
- School Council does not pay for *Working with Children Checks*. WWC Checks last for 5 years.
- School Council will maintain a record of volunteers with up to date WWC Checks.
- All people required to have Working with Children checks are issued a WWC Check Card which School Council expects them to provide to school office staff to keep on record when working or volunteering at the school or during school related activities.
- To maintain this register, the school will:
  - Require all visitors to register by logging into the school’s VPASS electronic system
  - Ask visitors to produce an up-to-date WWC Check to office staff who will photocopy this.
  - Store all WWC Checks in a folder which will be archived along with the VPASS visitor records at the end of each year.

- 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 whether *Working with Children Checks* are necessary for other activities on a case-by-case basis (refer to WWC suitability flowchart)

## Review

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