

St. Kevin’s Catholic Primary School

**Working with Children Check Policy**

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| **Rationale** |

All Victorian Schools are obliged under the Working with Children Act, Victoria 2005, to provide a safe environment for students by ensuring those who work with children have no relevant criminal records for conviction, findings of guilt, pending charges and offences, or professional disciplinary records. The WWCC is administered by the Department of Justice.

St Kevin’s Primary School is committed to providing a child safe environment and takes active steps to ensure any person authorised to conduct ‘child connected works’ does not pose a risk to their safety or welfare. To achieve this, the school implements screening processes, including Working With Children Checks (WWCC), to assess and verify their suitability

St Kevin’s Primary School ensures that non-teaching staff, contractors, volunteers and visitors are of suitable character and do not have a relevant criminal record that poses an unjustifiable risk to children.

Teaching Staff & Casual Relief Teachers who are registered with the Victorian Institute of Teaching (VIT) have undergone criminal record checks via their annual registration.

**Scope**

This Policy and associated requirements apply to all teaching staff, non-teaching staff, contractors, volunteers, visitors and any person authorised by the school to participate in child-connected works.

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| **Aims** |

Consequently, in conjunction with Catholic Education Commission Victoria (CECV) policy St Kevin’s ensures that:

* All Catholic school employees and contractors (other than qualified teaching staff, who are exempt) are required to have a Working with Children Check (WWCC)
* All volunteers will be required to obtain a Working with Children Check (WWCC) as per regulations.

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| **Implementation** |

**School Volunteers**

A WWCC will be required for all volunteers who assist St Kevin’s School as committee members for the Parents and Friends Association and School Advisory Board. A WWCC will be required for all volunteers who assist as a helper in the school community. For example: classroom helpers, volunteers for excursions, camps etc.

If a parent, parish volunteer or contractor assists or works in the school on an irregular basis (eg less than five days), then he/she may be able to do so without a WWCC given approval of the school principal or delegate.

**School Employees**

All qualified teaching staff are exempt from the WWCC because they have already undergone National Criminal Record Checks to obtain teacher registration with the Victorian Institute of Teaching.

All other staff employed by St Kevin’s School must undertake the WWCC. i.e Learning Support Officers and School Officers.

Any employed contractors (e.g. builders, electricians, plumbers etc) who are likely to be on school property more than five days of the school year, will also be required to obtain a WWCC.

Any educator or instructor employed by the school or by parents privately to provide a service to its students on school property must also obtain a WWCC, unless they are a qualified teacher and/or registered with the Victorian Institute of Teaching.

There is a process to monitor visitors on the premises through a “Sign in Register” at the school office.

Members of the school’s Leadership Team will ensure that any person authorised to participate in ‘child connected works’ is aware of their requirement to maintain a current Working With Children’s Check (WWCC) and has provided a copy of their check to the school.

*NOTE# St Kevin’s Primary School acknowledges that exemptions do exist under the Victorian Government’s Working With Children’s Act 2005; however, mandates that all non-teaching staff, contractors, volunteers and visitors maintain a current WWCC and provide a copy to the school prior to being authorised to participate.*

Upon receipt of the WWCC, school Administrators will ensure that the check is current, within 5 years of issue, and will enter the relevant information into the school’s data base.

**Responsibilities**

It is the responsibility of non-teaching staff, contractors, volunteers and visitors to:

* Apply for and receive a WWCC prior to expressing an interest to participate in ‘child connected works’. The school will provide guidance on how to apply for a WWCC to all new parents & staff members to the school;
* Provide St Kevin’s Primary School with the successful WWCC card prior to commencement;
* Have St Kevin’s Primary School listed in the ‘Details of Organisation;
* Notify the principal immediately if there has been a change in circumstances, ie…, if they have been charged or found guilty of a relevant offence or if their WWCC has been suspended;
* Apply for a new WWCC before their card expires.

**Employee & Volunteer WWCC**

Non-Teaching Staff & Contractors are required to maintain an ‘Employee WWCC’.

Volunteers and Visitors are required to maintain a ‘Volunteer WWCC’. These checks are free of charge. Volunteers and Visitors can apply to change from a ‘Volunteer WWCC’ to an ‘Employee WWCC’ via the [Working With Children Check Website](http://www.workingwithchildren.vic.gov.au/home/).

Non-Teaching Staff & Contractors are not permitted to conduct ‘child connected works’ with a ‘Volunteer WWCC’.

**CRT, Teacher & Police Volunteer**

Casual Relief Teachers engaged by the school must ensure that they maintain current Victorian Institute of Teaching (VIT) Registration and provide a copy of their Registration Card upon entry to the school. Where the school employs CRT’s via an agency, this requirement will be communicated to the agency prior to engagement.

Parents or other members of the school community who maintain current VIT Registration do not require a WWCC. They must; however, provide a copy of their Registration Card to the school prior to being authorised to participate in ‘child connected works’.

Parents or other members of the school community who are acting members of Victoria Police or the Australian Federal Police (AFP) do not require a WWCC. They must; however, provide a copy of their identification prior to being authorised to participate in ‘child connected works’.

**Maintaining Records**

The school secretary will maintain and monitor the WWCC register twice a year and as required. The assessment of currency will identify WWCCs that have expired or are due to expire. The school will make direct contact with the WWCC card holder prior to expiry to inform them that their WWCC requires renewal.

NOTE# Non-teaching staff, contractors, volunteers or visitors are not permitted to participate in ‘child connected works’ where their WWCC has expired. They will only be permitted to recommence ‘child connected works’ upon successfully reapplying for a WWCC and by providing a copy of their new WWCC to the school.

**Privacy**

St Kevin’s Primary School applies stringent practices to ensure the security and privacy of all information collected, used, retained or disposed of in accordance with requirements of the Victorian Government’s Privacy and Data Protection Act 2014.

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| **Definitions** |

**Child Connected Work:** Work authorised by the school’s Principal, members of the Leadership Team or Board performed by an adult in the school environment, while children are present or are reasonably expected to be present.

**Child Related Works:** Work within one or more of the occupational fields defined in the Act where the contact with a child is unsupervised, direct, and part of a person’s duties.

**Working With Children’s Check:** Screens an applicant or cardholder’s criminal record. If the Check identifies serious sexual, violent or drug offences, or adverse professional reports, the department assesses these to determine if the person will pass the ‘Check’.

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| **References** |

[*Ministerial Order No. 870- Child Safe Standards -Managing the risk of child abuse in schools*](http://www.vrqa.vic.gov.au/childsafe/Pages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf)

[*Victorian Government Privacy And Data Protection Act 2014*](http://www.austlii.edu.au/au/legis/vic/num_act/padpa201460o2014317/)

[*Victorian Government Working With Children’s Act 2005*](http://www.austlii.edu.au/au/legis/vic/consol_act/wwca2005232/)

[*Working With Children Check Website*](http://www.workingwithchildren.vic.gov.au/home/)

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| **Evaluation** |

This policy will be monitored as part of our four year review cycle.

Last updated: May 2017