



# Working With Children Checks Policy

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## Aim

To maintain the safety and high standards of care and responsibility to all students and members of the Bunyip Primary School community by;

- setting out the responsibilities of volunteers taking part in activities with children in relation to this policy
- setting out the school's responsibilities in relation to this policy

## Definition:

A volunteer school worker is a person who without payment or reward voluntarily engages in, but is not limited to:

- School Council functions
- activities for the wellbeing of the school at the request of the Principal or School Council
- school work
- attends state or regional meetings
- attends a range of school activities, both in and out of school to provide supervision or support for students at Bunyip PS

## Rationale:

The success of many activities for Bunyip Primary School students, especially excursions and school camps, is dependent upon the assistance of volunteer parents and carers. The Working with Children Check (WWCC) is an initiative of the Victorian Government to protect children in Victoria. It is a mandatory checking system for people who work or volunteer in child-related work.

The WWCC helps protect children from sexual or physical harm, by checking a person's criminal history for serious sexual, serious violence or serious drug offences and findings from professional disciplinary bodies.

In line with the *Working with Children Act 2005*, Bunyip Primary School requires all persons who regularly volunteer their time and are in contact with students to have a WWCC. If a volunteer's occupation exempts them from the requirement to also have a WWCC e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

Employees of the Department of Education and Training (DET) and local school-based employees are not included in this policy. Contractors and visitors to the school may be required to have a successful WWCC at the discretion of the Principal.

It is recognized that the requirement for volunteers exceeds the current legislation in relation to parents/carers participating in activities that their own child would normally attend.

## Implementation:

- To be a volunteer at Bunyip primary School a WWCC provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferrable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment
- A volunteer can commence work with Bunyip Primary School when they provide a receipt as proof they have applied for a WWCC with the Department of Justice
- The role of parents/carers is to:
  - ensure an application for a WWCC is completed prior to the commencement of any volunteer work with children
  - Provide a receipt to the Principal/Business Manager as proof they have applied for a WWCC with the Department of Justice prior to commencing any volunteer work
- The role of school is to:
  - ensure a register of all volunteers is maintained in the Administration Office
  - include photocopied WWCC cards for all volunteers, along with receipts where volunteers have applied for a WWCC, but are awaiting a WWCC card in the register
  - ensure all applications from parents/carers to attend excursions and school camps are only approved upon confirmation that the parent/carer has their WWCC (or receipt) in the register
- An exception to this requirement is where:
  - A Grandparent, Carer or Parent may come into the school on an ad-hoc basis to listen to a student to read, help with work or participate in a school activity
  - They must be under the supervision of a teacher or other staff member.
  - This exemption is at the discretion of the Principal

## **Evaluation:**

*Ratified by School Council: 19/06/2017*

*Policy to be reviewed: June 2018 or where a change of government policy requires review of this school policy*