



## KINGLAKE PRIMARY WORKING WITH CHILDREN CHECK POLICY and PROCEDURES

### 1. POLICY STATEMENT

Kinglake Primary will assess and verify the suitability of staff and volunteers who will work with children. Unless an exemption applies to a person, a valid Working With Children Check (WWC Check) is the minimum standard for all adults working with children. If a volunteer's occupation exempts them from the requirement to have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check, Kinglake Primary may also require a criminal record check. This may be considered necessary when certain offences are relevant to the duties of the volunteer or staff member, for example checking for dishonesty offences may be required for a role that involves managing finances or petty cash.

### 2. POLICY PURPOSE

To minimise risk of harm to students by requiring staff and volunteers of Kinglake Primary to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy.

### 3. IMPLEMENTATION

It is the responsibility of the principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the principal must be satisfied that the person meets the required Suitability for Employment Checks. See **Suitability for Employment Policy:**  
[http://www.education.vic.gov.au/hrweb/Documents/Suitability\\_for\\_employment.pdf](http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf)

To maintain high standards of conduct and professionalism in our school, Kinglake Primary will ensure that the Department's procedures for criminal record checks are implemented.  
<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Kinglake Primary will adhere to the Department procedures for the conduct of criminal records checks for all school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWC Checks to meet the Department's pre-employment suitability for employment requirements.

School Name / Department		Policy name		Policy Ref. Number	
Owner: [AUTHOR]	Approved by: [APPROVER]	Date: [Month, Day, Year]	Version 1.0	Page 1 of X	

### 3.1 Volunteers

#### 3.1.1 Definition

WWC Checks are required by all volunteers who will be working with students for school activities whether or not supervised by a teacher and whether or not the activity is on school grounds or during school hours.

For example, a volunteer who is assisting at a school camp or any other approved school activity outside of school grounds will require a WWC Check. See section 3.5 below for a list of exemptions.

#### 3.1.2 Commencing volunteering

A volunteer can commence work in Kinglake Primary when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice and have otherwise been considered by the school to be suitable.

### 3.2 Working with Children Check

The WWC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis. It checks for serious sexual, violent and drug-related offences as well as disciplinary findings of professional agencies such as the Victorian Institute of Teaching.

To be a volunteer at Kinglake Primary a valid Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

### 3.3 Maintaining records

A copy of the staff member or volunteer's WWC Check will be kept on the file at the school.

Kinglake Primary will implement procedures to ensure staff members and volunteers hold a valid WWC Check card; at a minimum annually at the commencement of the school year.

It is the responsibility of the staff member or volunteer to:

- provide Kinglake Primary with the successful WWC Check card prior to commencement
- notify the principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWC Check has been suspended.
- apply for a new WWC Check before their card expires.

### 3.4 Privacy

Kinglake Primary will apply privacy principles when collecting, using, retaining or disposing of personal or health information in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

School Name / Department		Policy name		Policy Ref. Number	
Owner: [AUTHOR]	Approved by: [APPROVER]	Date: [Month, Day, Year]	Version 1.0	Page 2 of X	

### 3.5 Exemptions

The Working with Children Act identifies categories of individuals who are exempted from the requirement to have a WWC Check. Kinglake Primary reserves the right to nevertheless require a WWC Check if the principal considers it necessary in the circumstances. The exempt categories are:

#### 3.5.1 Student volunteers

A student who is 18 or 19 years of age is exempt from the WWC Check for volunteer work organised by or held at the same educational institution they attend.

#### 3.5.2 Parents volunteering in an activity with their child

Parents volunteering in an activity in which their child participates or normally participates, are exempt from needing a WWC Check.

#### 3.5.3 Family members and people who are closely related to the child

Family members closely related to each child in the child-related work are exempt from the WWC Check. 'Closely related' to a child means:

- parent
- spouse or domestic partner
- step-parent
- mother-in-law or father-in-law
- grandparent
- uncle or aunt
- brother or sister, including half siblings, step siblings, brother-in-law or sister-in-law.

#### 3.5.4 Teachers

Registered teachers or teachers who have permission to teach from the Victorian Institute of Teaching under Part 2.6 of the *Education and Training Reform Act 2006* are exempt from requiring a WWC Check.

#### 3.5.5 Police officers

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check.

For a full list of exemptions and examples refer to: [Working with Children Check – Exemptions](#)

## 4. LINKS AND REFERENCES

School Policy Advisory Guide:

- [Volunteer Checks](#)
- [Volunteer Workers](#)

DEECD Human Resources:

- [Suitability for Employment Checks](#)

External Links:

- [Victorian Institute of Teaching](#)
- [Working with Children Check](#)
- [Working with Children Act 2005 \(Vic\)](#)

School Name / Department		Policy name		Policy Ref. Number	
Owner: [AUTHOR]	Approved by: [APPROVER]	Date: [Month, Day, Year]	Version 1.0	Page 3 of X	

## 5. EVALUATION

This policy will be reviewed at least annually or more often if necessary due to changes in legislation or circumstances.

## 6. When is a WWC check required AT Kinglake Primary?

A WWC check is required for positions that meet all of the following criteria:

- involve contact with children in connection with our school
- the contact happens on a regular (everyday) basis;
- involve direct contact with children and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

### What is the application process?

The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation', candidates should ensure they state The School

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

Further information about the application process is available on the [Department of Justice webpage](#).

### What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake 'child-related work' or work in The School

### When can the candidate commence?

Commencement in The School is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

### Who pays for the WWC check?

Candidates who are required to undergo a WWC check as a condition of working in the School will not be able to receive reimbursement for the cost from The School.

School Name / Department		Policy name		Policy Ref. Number	
Owner: [AUTHOR]	Approved by: [APPROVER]	Date: [Month, Day, Year]	Version 1.0	Page 4 of X	

## School Register

The School will take a copy of each WWCC and filed in the Administration Filing Cabinet as per the Staff Registers Policy.

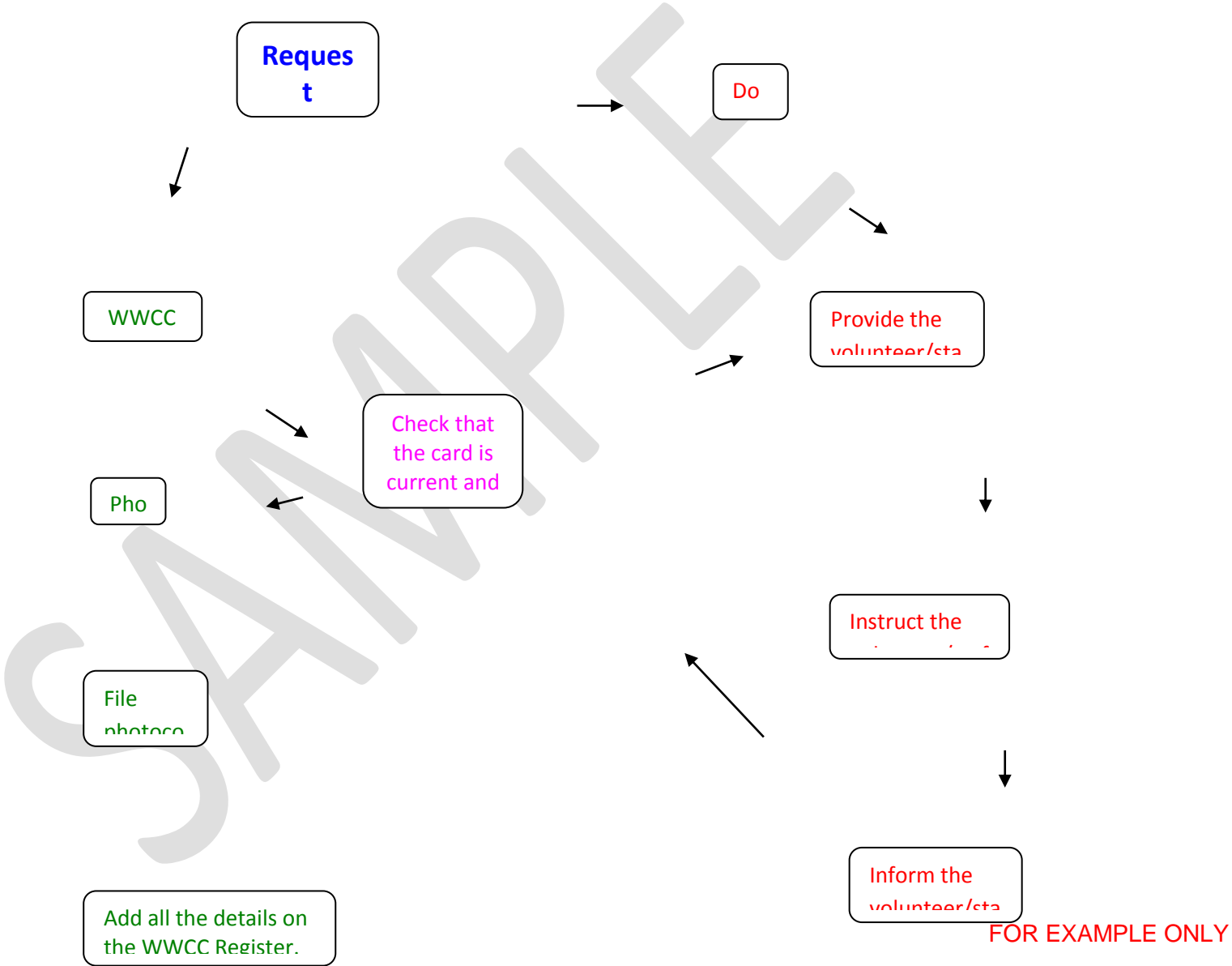
The register will be placed on the admin network.

School Name / Department		Policy name		Policy Ref. Number	
Owner: [AUTHOR]	Approved by: [APPROVER]	Date: [Month, Day, Year]	Version 1.0	Page 5 of X	

# FLOWCHART for WORKING WITH CHILDREN CHECKS

**NB:**  
It is mandatory

Business Manager has primary responsibility for checking



FOR EXAMPLE ONLY