

Working with Children Check Policy

Written by	<i>Education Sub-Committee</i>
Date Approved by School Council	November 2014

Rationale

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices. The intent of this policy is to outline which positions at the school require a WWC check and the process to be followed.

This policy applies to all positions at the school including paid staff, volunteers (such as parents or guardians), consultants and contractor positions.

Aim

To ensure that all persons in contact with students at Seaford North Primary School have a valid Working with Children check and correct procedures are followed to ensure the safety of all students.

WWC Applicants will:

- Complete a Working with Children check application form and provide a passport size photo and appropriate proof of identity documents with the application. The forms are available online or at the Australia Post outlets in Victoria.
- Be responsible for the cost of the WWC. As of the 1 July 2014, the WWC check fees are:
 - Employed and self-employed people: \$80.00
 - Volunteers, unpaid people and students on unpaid placement: \$10.80
 - Replacement Cards: \$10.80
- Ensure they state Seaford North Primary School, under the section marked 'Details of Organisation'.
- If the applicant passes the check, they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.
- 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 any work at the school.
- Successful applicants can commence work with the students, upon receipt of a successful Assessment Notice or WWC check card.
- The valid WWC card must be visibly worn when working with the students. If working within the school grounds, a visitors badge must also be obtained by the office and visibly worn.

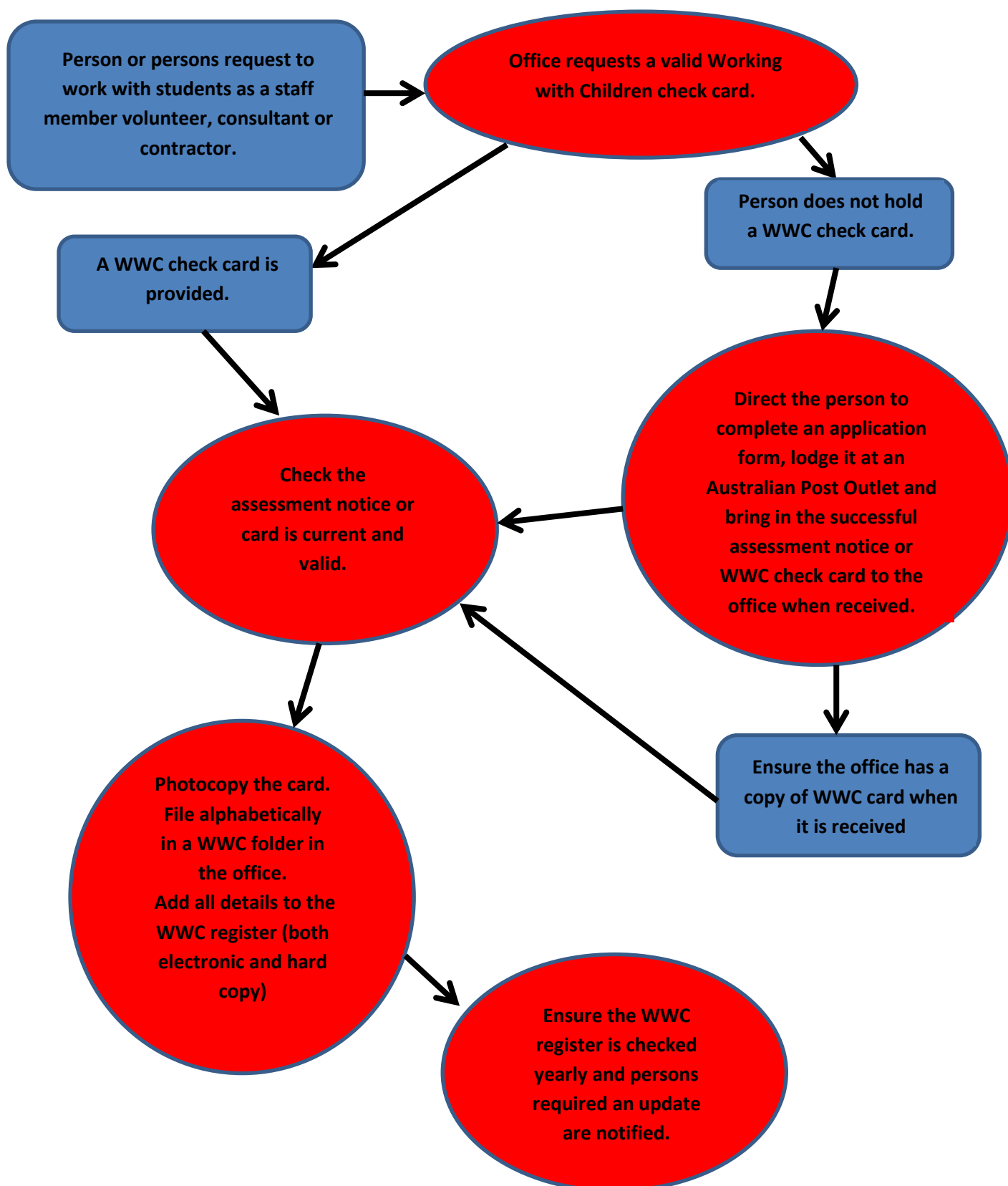
Seaford North Primary School will:

- Identify persons that require a Working with Children check, ensuring existing staff and volunteers are informed of the requirement to undergo the check.
- Ensure prospective staff and volunteers have passed a WWC check before commencing any work with the school.
- Check the card's validity on the Department of Justice webpage.
- Have a photocopy of the WWC card and a detailed school register of the details. Staff members will provide a copy of their Victorian Institute of Teaching registration card to be kept in their personnel file.
- Ensure suitable monitoring procedures are in place to ensure all persons in contact with the students at Seaford North Primary School hold a valid WWC card.

Evaluation

This policy will be reviewed as part of the school's three year review cycle.

APPENDIX A: Working with Children Procedures



Administration Staff are responsible for fully implementing this process, however all staff are required to check the WWC register before accepting a person to work with Seaford North Primary School students.