



Working with Children Policy

Rationale

Any person whose duties usually involve or is likely to be involved in working in a school (paid, or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act 2005 (the Act). Suitability to be a volunteer in Victorian government schools is now demonstrated by a 'Working with Children Card' issued by the Department of Justice. As of 31 December 2007 it is an offence to permit a volunteer who requires a 'Working with Children Check' (WWC) to be engaged in child-related work in a school without one.

Aim

To ensure all volunteers and staff employed by Department of Education and Early Childhood Development (DEECD) and Dromana Primary School comply with the guidelines outlined by the 'Working with Children Act' and therefore must apply for a 'Working with Children Check'. A receipt needs to be shown as proof of application.

Implementation

- Any staff member registered with the Victorian Institute of Teaching (VIT) is exempt from requiring a Working with Children Check (WWC)
- Any staff member registered with VIT must provide a copy of current registration on renewal.
- Any person registered with VIT seeking contract or casual employment must provide a copy of current registration before commencing.
- All CRTs employed must be registered with VIT.
- All current ES staff employed to undertake work at Dromana Primary School must provide evidence of undertaking a WWC prior to confirmation of employment.
- A volunteer who is a parent and whose child/ren would normally participate in an activity is exempt from the requirements of the Act, however a WWC must be obtained by any parent attending overnight activities e.g. camps. Current school procedure will apply to all activities i.e. two adults must be present when supervising children.
- Other volunteers engaged in 'child-related work' must provide a WWC.
- All employees, current and prospective are responsible for undertaking and paying for the WWC required for employment.
- All volunteers, current and prospective are responsible for undertaking the WWC required for volunteers.
- Contractors who work at the school on a scheduled basis with school hours for Maintenance, Gardening and Cleaning must hold a Working with Children Check

Evaluation

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

This policy was last ratified by School Council in...

2009

In this policy the term 'volunteer' is interpreted to be someone who 'helps out' (helper) at our school!