



WORKING WITH CHILDREN CHECK POLICY

Rationale

Brookside P-9 College actively promotes the safety and wellbeing of its students. All college staff are committed to protecting students from abuse or harm in the college environment.

As of the 1st of January, 2008 all schools are required to comply with the Working With Children Act 2005 and ensure that any person unsuitable to be involved in 'child related work' does not do so.

As of the 1st of August 2016, all schools are required to comply with the Child Safe Standards, under Ministerial Order 870. All care will be taken during the recruitment process of both staff and volunteers to ensure that the safety of children is the first priority.

Aims:

- To ensure children under our care are protected from being exposed to inappropriate people and subsequent child abuse.
- To ensure all people engaged in 'child related work' with our students and who are required to have a Working With Children Check (WWC check) do so.
- To ensure that our college complies with the relevant acts and laws (Ministerial order 870).
- To provide an environment that is safe.

Implementation:

- As of the 1st of January, 2008 all workers or volunteers engaged in "child related work" must undergo WWC checks prior to commencing work or volunteering at the College.
- All teaching staff members are registered with the Victorian Institute of Teaching and undergo ongoing monitoring that satisfies WWC check requirements, and are therefore exempt.
- All Education Support staff members are required to have a WWC check as a condition of their employment.
- All contractors and tradespersons must have a current WWC Check before they are engaged to work at Brookside P-9 College.
- All volunteers participating in the following activities must hold a current WWC Check:
 - Assisting in classrooms / college activities
 - Assisting at swimming lessons
 - Attending overnight camps
 - Assisting on excursions
 - Are Pre-service teachers placed at the College
 - Engaging in unpaid community work at the College
- All other visitors who are engaging in 'child-related work' as part of their role or duties must have a WWC Check regardless of whether they are being supervised by a teacher or another adult with a

WWC check. (Child-related work is defined as work in either a voluntary or paid capacity where contact with a child is direct and part of a person's duties. Direct contact includes oral, written or electronic communication as well as face-to-face and physical contact).

- The following visitors are exempt from holding a WWC check:
 - Parents/caregivers, grandparents and other significant others that are invited to attend the college as part of a one off / ad-hoc event (eg. grandparent's day, literacy week open classroom, school assemblies).
 - Prospective parents and employees on a tour of the College and accompanied by a staff member at all times.
- Any visitor who does not have a current satisfactory WWC Check will not be allowed to be in the presence of children within the College unless they fall into the category of exempt as stated in this policy.
- All visitors to the college that are required to have a current WWC check must also read and sign the Brookside P-9 College Child Safety Code of Conduct (exempt visitors as listed above are not required to complete this).
- A member of staff will accompany all visitors on short term business within the college.

Working with Children Check register:

- Upon presentation at reception, visitors will be asked to present their WWC check card for checking and photocopying as well as read and sign the Brookside P-9 College Child Safety Code of Conduct.
- WWC Checks are valid for 5 years from the date of issue. It is the responsibility of each visitor to ensure that their registration is current. This information can be accessed by visiting https://online.justice.vic.gov.au/WWC_checku/login.doj?next=mycheck . Twenty-eight days prior to the WWC Check expiring, the Department of Justice will send a reminder to the cardholder by email, SMS or letter.
- The College maintains a register of WWC checks for education support staff, volunteers, and pre-service teachers. The Business Manager is responsible for maintaining this. It indicates the date when the WWC check expires and is saved on the Administration network under [U:\REGISTERS\WWC – Visitors register](#)
- The register is also saved on Compass under "School Documentation" to enable teachers to check the status of their classroom helpers and are directed to check this on a regular basis.
- The original copy of the WWC check is placed in a folder of other visitor WWC Checks. This folder plus a hardcopy of the WWC check Register is kept in a secure location with other staff registers and personnel files.

Evaluation:

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

Last reviewed September, 2017.

References:

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>
<http://www.vrqa.vic.gov.au/childsafepages/standards.html>
<http://www.workingwithchildren.vic.gov.au/home/resources/definitions/>