



# Working with Children Check

## Introduction

St. Peter's Primary School is responsible under the "*Working with Children Act, Victoria 2005*" to provide a safe environment for students by ensuring those who work or regularly interact with children do not have relevant criminal records for conviction, findings of guilt, pending charges and offences, or professional disciplinary records. St. Peter's Primary School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral and legal obligations and Victorian Government Ministerial Order 870.

## Purpose

The purpose of this procedure is to ensure the safety of all students attending St. Peter's Primary School by requiring all parents, visitors, volunteers, contractors and others who participate in 'child related activities' to hold a current Working With Children Check accreditation.

## Scope

This procedure apply to Parent Helpers, Tradespeople, Handyman, Cleaners, Sporting Coaches, Guest Speakers and Visiting Teachers who participate in 'child related activities'.

This procedure does not apply to people visiting the office, for example, deliveries and parents dropping off and picking up their children before and after school.

## Working With Children Checks

In conjunction with the *Victorian Department of Justice Guidelines 2011*, all employees, volunteers and contractors intending to participate in 'child related work' are required to obtain a Working with Children Check (WWCC). The WWCC is administered by the Department of Justice and replaces Criminal Record Checks previously issued by the Police Department and are required only for specific categories of volunteers.

A WWCC will be required for all parents, visitors, volunteers, contractors and others who assist the school, including:

- |                                            |                                          |
|--------------------------------------------|------------------------------------------|
| » Aftercare                                | » Sporting Coaches (refer to exemptions) |
| » Classroom Help (refer to exemptions)     | » Camps                                  |
| » Excursions/Incursions                    | » School functions involving students    |
| » Interschool Sports (refer to exemptions) | » Canteen Duties                         |
| » Swimming Programs                        | » Uniform Shop                           |

NOTE: All non-teaching staff, pre-service teachers and school cleaners are also required to hold a current WWCC.

Exemptions (Part 3 Section 27 WWC Act 2005) are available for the following members of the school community:

- » The Principal, members of the Leadership Team and teaching staff who are registered as teachers with the Victorian Institute of Teaching (VIT).
- » Tradespersons/Service Providers who do not have 'Direct Contact' with students or are involved in 'Child-Related Work'.

NOTE: Any member of the school community who regularly participates in 'child related activities' must undergo a Working with Children Check regardless of exemptions.


WWCC must be organised and paid for by the person concerned before they are authorised to commence child related work. Application forms are available from, and will be processed by, participating Australia Post outlets.

Upon lodging a successful application, volunteers will receive a WWCC ID Card (similar to a driver's licence), which is valid for five years. Volunteers will be required to register their WWCC ID Card at the school office on arrival.

It is the parents', visitors', volunteers' or contractors' responsibility to bring any change or potential change in the status of their WWCC to the attention of the Principal immediately. The Department of Justice will conduct an ongoing assessment of a person's criminal record while the person's WWCC is valid.

St Peter's Primary School Administration officer maintains a register of all adults who assist in the school, maintain a WWCC and regularly participate in 'child related' activities.

### **Evaluation**

St Peter's Catholic Primary School	System Update: 04.12.19	
Version 0.3	Date of Next Review: 2020	