

	FRANKSTON PRIMARY SCHOOL Working With Children Policy	Developed 2018 Review: 2021
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To provide a safe environment for our students and to ensure the school complies with the requirements of the Working With Children Act. To ensure volunteers approved to work with children meet legal requirements.

IMPLEMENTATION

School must establish and implement policies to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also 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 a school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

SCOPE

This procedure applies to all positions at Frankston Primary School including volunteer (parent or other), honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position. Pre-service Teachers and Casual relief Teachers are also required to have valid WWCC.

DEFINITION

A volunteer school worker is a person who without payment or reward voluntarily engages in:

- school council functions
- activities for the welfare of the school at the request of the principal or school council
- school work
- attends state or regional meetings
- Child: a person who is under the age of 18 years
- Students: any child who is enrolled at FRANKSTON PRIMARY SCHOOL

What is the WWC (Working with Children Check)?

The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWCC is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. Broadly, the WWCC considers serious sexual and violent drug offences. The WWCC is administered by the Department of Justice.

A police records check gives information about a person's past criminal record and is only valid at the time of issue.

A staff member or volunteer that is required to undertake a WWCC even if they have already completed a police records check.

IMPLEMENTATION at Frankston Primary School

- A volunteer can commence work at Frankston Primary School only when they have received and shown a valid WWCC card. (A copy of the card will be taken for the school records).
- Candidates who are required to undergo a WWCC as a condition of working or volunteering at Frankston Primary School will not be able to receive reimbursement for the cost from Frankston Primary School
- All staff members must have a current WWCC prior to commencement at Frankston Primary School. Teachers who are registered or 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 a further WWCC

Responsibilities:

FPS must:

- Identify all staff who require a Working with Children check
- Ensure existing staff and volunteers have passed a WWCC before commencement
- Have a photocopy of the WWCC card and with details updated on the school register (is individual is a staff member, copy to be kept in the staff personnel WWCC folder)
- Ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWCC card at all times
- It is the responsibility of the Business Manager to ensure prior to employment that any prospective new employees are compliant with their WWCC. (Note: If a person is registered with the VIT and have a current and valid VIT registration, this replaces the requirement for a WWCC).
- WWCC are valid for 5 years from the date of issue. It is the responsibility of each ES staff member and other workers and volunteers to ensure that their registration is current. This information can be accessed by visiting <https://online.justice.vic.gov.au/wwccu>

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

- Provide the successful WWCC card prior to commencement in the conditions above
- Notify the school 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
- Apply for a new WWCC before their card expires

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

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 WWCC and cannot undertake ‘child related work’ or work at Skye Primary School.

Links and References

[Department of Justice Working with Children](#) webpage

School Policy Advisory Guide:

[Volunteer Checks](#)

[Volunteer Workers](#)

Related Legislation

Working with Children Act 2005

DEVELOPED	2018
PRINCIPAL	Renee Kennedy
SCHOOL COUNCIL PRESIDENT	Chad Wilson
EVALUATION	This policy will be reviewed as part of the school’s three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.