

Working with Children's Policy

POLICY STATEMENT

Saltwater P-9 College will assess and verify the suitability of staff and volunteers who will work with children. Unless an exemption applies to a person, a valid Working With Children Check (WWC Check) is the minimum standard for all adults working with children. If a volunteer's occupation exempts them from the requirement to have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption. The definition of 'direct contact' with children has been expanded to include oral, written or electronic communication as well as face-to-face and physical contact. A WWC Check is now required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'

In addition to a WWC Check, Saltwater P-9 College may also require a criminal record check. This may be considered necessary when certain offences are relevant to the duties of the volunteer or staff member, for example checking for dishonesty offences may be required for a role that involves managing finances or petty cash.

PURPOSE

To minimise risk of harm to students by requiring staff and volunteers of Saltwater P-9 College to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy.

IMPLEMENTATION

- It is the responsibility of the Principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the Principal must be satisfied that the person meets the required Suitability for Employment Checks. See **Suitability for Employment Policy**:

http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf

- To maintain high standards of conduct and professionalism in our school, Saltwater P-9 College will ensure that the Department's procedures for criminal record checks are implemented.

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

- Saltwater P-9 College adheres to the Department procedures for the conduct of criminal records checks for all school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWC Checks to meet the Department's pre-employment suitability for employment requirements.

REVIEW CYCLE

This policy was last updated on August 2018 and is scheduled for review in February 2020.