

# WORKING WITH CHILDREN CHECKS

## PURPOSE

As of 1 August 2017 all schools have been required to comply with the Working with Children Act 2005, and ensure that any person involved in 'child related work' has a current Working with Children Check (WWCC). 'Child –related work' is any work that involves direct contact with a child that is part of the person's work. It does not include occasional direct contact with a child that is incidental to the work the person is performing at the school (whether or not that work is paid).

Murrumbena Primary School recognises the importance of the changes to the Act in 2017 as it re-defines 'direct contact' to now include oral, written or electronic communication as well as face to face and physical contact.

## AIMS

- To ensure children under our care are protected from being exposed to inappropriate people
- To ensure all people engaged in 'child related work' with our students to have WWCC
- To ensure that our school complies with the relevant Acts and laws
- To provide an environment that is safe for children.

## IMPLEMENTATION

- Volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children
- All Education Support Staff, workers or volunteers working in 'child related work' must undergo a WWCC prior to commencing work
- 'Child related work' refers to working or volunteering at a school or school related activities, and you volunteer or do this work on a regular basis, whether they are supervised by a teacher or not
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies WWCC requirements, and are therefore exempt. Police officers are also exempt
- Parents who volunteer in relation to an activity in which their child ordinarily participates (e.g. classroom reading) are also exempt. If the same parent volunteers in a class or activity that his or her child does not ordinarily participate in, then a check is required
- School Council will pay for Working with Children checks for all non-teaching staff who handle cash. WWCC last for 5 years. No payment is required for volunteers
- School Council will maintain a record of employees and volunteers with up to date WWCC
- School Council requires that all volunteers directly involved in excursions or incursions where there may not be direct line of sight supervision by teaching staff, school camps, sleep-overs, teaching of swimming lessons, Stephanie Alexander Kitchen and Garden have WWCC
- School Council will consider other activities on a case-by-case basis.

## EVALUATION

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

## POLICY LINKS

- MPS Mandatory Reporting policy
- MPS Privacy policy
- MPS Child Safe Policy
- MPS Child Safe Code of Conduct
- MPS Volunteers policy