



# Moe (South Street) Primary School

*'Be SAFE Be RESPECTFUL Be a LEARNER'*



## Working with Children Checks



### Help for non-English speakers

If you need help to understand the information in this policy, please contact school office on 51271512.

### 1. Rationale or Purpose

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All schools are required to comply with the Working with Children Act 2020 and ensure that any person unsuitable to be involved in 'child related work' does not do so.

### 2. Policy Statement

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- 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 and who are required to have Working with Children Checks, do so.
- To ensure that our school complies with the relevant Acts and laws.
- To provide an environment that is safe.

### 3. Implementation

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- All workers or volunteers related in 'child related work' must undergo Working with Children checks (WWC) prior to commencing work.
- You are considered to be performing 'child related work' if you work or volunteer at a school or school related activities, and you volunteer or do this work on a regular basis, and you have direct contact with children under 18 years of age which is unsupervised, and you do not qualify for an exemption.
- All teaching staff members are registered with the Victorian Institute of Teaching and undergo ongoing monitoring that satisfies Working with Children check requirements and are therefore exempt.
- Parents who volunteer in relation to an activity in which his or her child ordinarily participates (e.g. Classroom reading/canteen helper) is required to have a Working with Children Check. A copy of the Working with Children Card needs to be presented to the office. This will be copied and be kept on record.
- School Council does not pay for Working with Children checks. WWC checks last for five years.
- All people required to have Working with Children checks are issued a WWC Check Card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities.
- School Council will maintain a record of volunteers with up-to-date WWC Checks.
- School Council requires that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members

present, extra-curricular activities such as school sporting teams etc. all have Working with Children Checks.

#### **4. Evaluation and review**

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This policy will be reviewed according to the School Council Calendar Policy Review

#### **5. Definitions**

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##### **Child-related work**

- involves an adult working with children under 18 years old (both paid and unpaid work)
- having direct contact with children (physical, face-to-face, written, oral or electronic contact) and
- is a usual part of the person's duties (and is not occasional or incidental to their work)

##### **Child-connected work**

- is work authorised by the principal, school council or Department
- performed by an adult in a school environment (including online and school camps) and
- when children are present or reasonably expected to be present

#### **6. References**

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Further information can be obtained on the following website:

<https://www.legislation.vic.gov.au/in-force/acts/worker-screening-act-2020/001>

<https://www.workingwithchildren.vic.gov.au/>

#### **7. School Council Ratification**

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This policy will be reviewed according to the School Council Calendar Policy Review every three years.

This policy was ratified by School Council on the 14<sup>th</sup> of September 2021