

# BELMONT PRIMARY SCHOOL WORKING WITH CHILDREN CHECKS

## School Procedures



### PURPOSE

- As of the 1 January 2008, all schools are required to comply with the Working with Children Act 2005 and ensure that any person unsuitable to be involved in 'child related work' does not do so. It ensures that our school complies with the relevant Acts and laws and we provide an environment that is safe.

### SCOPE

All people engaged in 'child related work' with our students are required to have current Working with Children checks.

### PROCEDURES

- As of 1 January 2008, all workers or volunteers related in 'child related work' must undergo Working with Children checks prior to commencing work.
- A person is considered to be performing 'child related work' if they work or volunteer at a school or in school related activities and they volunteer or do this work on a regular basis, you have direct contact with children under 18yrs of age which is unsupervised and you do not qualify for an exemption.
- The school's *Visitors Policy* and *Volunteers Policy* outline the School Council's requirements with regards to which parent volunteers require a current Working with Children Check.
- A current WWCC is required for all non-teaching staff, volunteers members of school council and contractors and a copy must be provided to the school Administration Officer prior to being authorised to undertake 'Child Connected Works'.
- The school does not pay for Working with Children checks, which are free to volunteers.
- All teaching staff members are exempt as they are registered with the Victorian Institute of Teaching and undergo ongoing monitoring that satisfies Working with Children check requirements.
- The Principal will regularly monitor the currency of WWCC and a register will be maintained by the Business Manager that includes all employees, volunteers, visitors or external providers.
- A copy of all Working with Children Check cards is stored on file in the administration office or in an employee's personnel file.

### FURTHER INFORMATION AND RELATED POLICY

- Working with Children Check Register
- Visitors Policy
- Volunteers Policy
- <http://www.workingwithchildren.vic.gov.au/>

### EVALUATION:

These procedures were last updated in December 2018 and will be reviewed in 2020.