

Tyers Primary School – Working With Children Check Policy

Purpose of this policy

To ensure teachers, staff and volunteers of Tyers Primary school approved to work with children meet legal requirements.

Tyers Primary School will establish and implement policies to assess and verify the suitability of teachers, staff and 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 (WWCC); however if a volunteer's occupation exempts them from the requirement to also have a WWCC e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWCC, Tyers Primary School may also consider it necessary that a criminal record check is conducted through the Department of Education and Training (DET). This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWCC. Tyers Primary school will cover the cost of the criminal record check.

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Implementation

As part of the process for maintaining high standards of conduct and professionalism in the workplace, the principal of Tyers Primary School will ensure that the DET procedures for criminal record checks are implemented.

It is the responsibility of the Tyers Primary School School Council to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the school council (or the principal if the school council has delegated its employment powers to the principal) must be satisfied that the person the required Suitability for Employment Checks.

Verification of a satisfactory criminal record is achieved by ensuring the employment of new employees and engagement of volunteers proceeds in accordance with DET policy (for Victorian Public Servants), and legislative obligations pursuant to the Working with Children Act 2005 (for school based non-teaching employees and volunteers), and to the Education and Training Reform Act 2006 Part 2.6 Victorian Institute of Teaching (for principals and teachers).

Tyers Primary School will adhere to the DET procedures for the conduct of criminal records checks for all school based and non-school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWCC to meet the Department's pre-employment suitability for employment requirements.

Volunteers

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

- school council functions,
- any activity carried out for the welfare of the school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school work,
- activities carried out for the welfare of the school at the request of the principal/school council,
- providing any assistance in the work of the school
- attending meetings in relation to government schools convened by any organisation which receives government financial support
- it does not include fundraising activities undertaken outside of school hours, e.g. Tyers Art Festival.

Commencing volunteering

A volunteer cannot commence work at Tyers Primary School until they have a valid and current WWCC issued by the Department of Justice

Working with Children Check

The WWCC is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis.

To be a volunteer at Tyers Primary School a WWCC Card provided by the Department of Justice is required. This card is:

- valid for 5 years,
- transferable between volunteer organisations,
- free of charge for volunteers, but cannot be used for paid employment,
- Note: WWCC for paid employment can be used to show suitability for volunteer work.

Maintaining the register

Upon receipt of verification (for example, a certified photocopy), the WWCC details will be updated on the school staff register and a copy kept on the staff member's personnel file as per the Staff Registers Policy and procedures.

Tyers Primary School will ensure suitable monitoring procedures are in place to ensure teachers, staff members and volunteers hold a valid WWCC card (or equivalent) at all times; at a minimum annually at the commencement of the academic year.

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

- provide the successful WWCC card (or equivalent) prior to commencement at Tyers Primary School,
- notify the 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 (or equivalent) before their card expires.

Privacy

Tyers Primary School will apply privacy principles when collecting, using, retaining or disposing of personal or health information as per the Privacy Act 2005.

Relevant exemptions

Student volunteers

A student who is 18 or 19 years of age is exempt from the WWCC for volunteer work organised by or held at the same educational institution they attend.

Parents volunteering in an activity with their child

Parents volunteering in an activity in which their child participates or normally participates, are exempt from needing a WWCC.

Family members and people who are closely related to the child

Family members closely related to each child in the child-related work are exempt from the WWCC. 'Closely related' to a child means:

- parent,
- spouse or domestic partner,
- step-parent,
- mother-in-law or father-in-law,
- grandparent,
- uncle or aunt, and
- brother or sister, including half siblings, step siblings, brother-in-law or sister-in-law.

Teachers

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

Police officers

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from the WWCC.

Visiting workers

Persons who usually live and work in another state or territory engaged in child-related work and are visiting Victoria to engage in child-related work are exempt from the WWCC.

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

Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Volunteers Check (WWCC) Policy
- Excursion & Camps Policy
- Incursion Policy
- Supervision and Duty of Care Policy

Links and references

School Policy Advisory Guide:

[Volunteer Checks](#)

[Volunteer Workers](#)

DET Human Resources

[Suitability for Employment Checks](#)

External Links:

[Victorian Institute of Teaching](#)

[Working with Children Check](#)

Related Legislation:

[Working with Children Act 2005](#)

[Education and Training Reform Act 2006](#)

Privacy Act 2005

Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the Working With Children Check Policy and revise the policy tri-annually or as required by completing a policy review.

Working With Children Check Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 03/05/2016.