



WORKING WITH CHILDREN CHECK POLICY

Basic Beliefs

At Berwick Lodge Primary School the safety of our students is paramount and it is our responsibility to ensure that all steps have been taken to minimise the risk of students being exposed to inappropriate people.

Goals

- 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 provide an environment that is safe.
- To ensure that the school is compliant with the Working with Children Act 2005.

Guidelines

- All workers(including contractors) or volunteers related in 'child related work' must undergo Working with Children checks 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 18yrs 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. Police officers are also exempt.
- All Education Support Staff and School Council employees must undergo a Working with Children check prior to their employment with DEECD or the School Council. It is the responsibility of the Principal to ensure that all Education Support Staff and locally employed staff have a current Working with Children check.
- Parents who volunteer in relation to an activity in which his or her child ordinarily participates (eg: classroom reading) is 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.
- Any parent volunteering on a regular basis will be required to obtain a working with children check.
- School Council does not pay for Working with Children checks for volunteers or other workers. WWC Checks last for 5 years.
- All people required to have Working with Children checks are issued a WWC Check Card which School Council expects them to present to the Administrative Staff prior to them working or

volunteering at the school or for school related activities. The card will be copied and a recorded on the Working with Children Check Register. School Council will maintain a register 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.
- School Council will consider other activities such as school based activities on a case-by-case basis.

Responsibility for Implementation

The Leadership Team, in conjunction with the Administration Staff will be responsible for the implementation and continuous monitoring of the policy.

Date Passed by School Council

The Working with Children Check Policy was passed by School Council on 18th May 2015

Proposed Date of Review

The School Wellbeing Sub-Committee of School Council will be responsible for co-ordinating and planning the review of the Working with Children Check Policy under the auspices of School Council. The review period will be 3 years from the policy being passed by School Council.