



St Catherine's Moorabbin



St Paul's Bentleigh



St Peter's Bentleigh East

Working With Children Checks POLICY

Rationale

In 2005, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children Check (WWCC) creates a mandatory minimum checking standard across Victoria. The WWCC helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. This Policy has been updated to reflect the changes to *Working With Children Act 2005* that commenced on 1st of August 2017.

Purpose

The purpose of this policy is to ensure that all persons over 18 engaged as workers, be they employees, contractors or volunteers involved in 'Child related work' that involves direct contact with a child as part of this work have a valid WWCC unless they are deliberately excluded.

Direct Contact now is defined in The Act to include oral, written or electronic communication, in addition to face to face and physical contact.

Implementation

- All persons over 18 engaged as workers, be they employees, contractors or volunteers involved in 'Child related work' that involves direct contact with a child as part of this work **MUST** have a valid WWCC unless they are deliberately excluded. A WWCC is now required regardless of whether contact is supervised by another person or not.
- Those **deliberately excluded** are:

There are several situations listed in the Working with Children Act 2005 (the Act) where people doing child-related work are exempt and do not need a Working with Children Check (Check).

The exemptions in the Act are described below.

Children - If you are under 18 years of age, you are exempt from the Check. Example: David is 17 years old and a member of his local scout group. David leads a younger group of scouts but because he is under 18 years of age, he does not need a Check. Under the Child Employment Act 2003 this exemption does not apply to under 18-year-olds supervising children under the age of 15 in employment.

Some student volunteers- If you are a student who is 18 or 19 years of age, you are exempt from the Check for volunteer work organised by or held at your educational institution.

Teachers - If you are a teacher who is currently registered with the Victorian Institute of Teaching (VIT), you are exempt from the Check.

Police officers- If you are a Victoria Police officer or an Australian Federal Police (AFP) officer, you are exempt from the Check.

Interstate visitors -Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year for:

- * several events or occasions with a Check from their state or territory, or
 - * only one event or occasion without a Check from their state or territory.
- Responsibility for obtaining a Working with Children Check (WWCC) resides with the individual. Applications are made at participating Australia Post outlets.
 - Individuals are responsible for renewal of their WWCCs every five years.
 - The Principal (or authorised person) will inform workers who needs to have a WWCC, will set up a register and, after sighting the WWCC or application receipt, record names, WWCC numbers and expiry dates.
 - Each School with the Federated Schools of Holy Trinity Parish will keep a register of all staff, parents and volunteers that have current WWCC.

Evaluation

This policy will be reviewed as part of the school's five year review cycle or as required. This policy was last ratified by School Board in November 2011 Reviewed 2017