



Shepparton East Primary School

Policy: **WORKING WITH CHILDREN CHECK**

Approved at School Council Meeting: June 2014

Review: 2016

Introduction

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

The intent of this procedure is to outline which positions at the School require a WWC check and the process to be followed.

This procedure applies to all positions at The School including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

Definitions

Child: a person who is under the age of 18 years.

Student: any child who is enrolled at the School

What is the WWC check?

The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

When is a WWC check required?

A WWC check is required for positions that meet all of the following criteria:

- involve contact with children in connection with our school
- the contact happens on a regular (everyday) basis;
- involve direct contact with children and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

What is the application process?

The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation', candidates should ensure they state The School

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

Further information about the application process is available on the [Department of Justice webpage](#).

What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake 'child-related work' or work in The School

When can the candidate commence?

Commencement in The School is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Who pays for the WWC check?

Candidates who are required to undergo a WWC check as a condition of working in the School will not be able to receive reimbursement for the cost from The School.

Responsibilities

The School must:

- identify all staff who require a Working with Children check;
- ensure existing staff and volunteers are informed of the requirement to undergo the check;
- ensure prospective staff and volunteers have passed a WWC check before commencement;
- check the card's validity on the [Department of Justice webpage](#);
- have a photocopy of the WWC card and with details updated on the school register (if individual is a staff member, copy to be kept on the staff member's personnel file)
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWC check card at all times.

The staff member or volunteer must:

- provide the successful WWC check card prior to commencement at The School
- notify the office 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 WWC check before their card expires.

What is the difference between a WWC Check and a police records check?

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.

A staff member or volunteer is required to undertake a WWCC check even if they have already completed a police records check.

Related Procedures

- [Police Records Check Procedure](#)

Related Documents

- [Working with Children Act 2005 \(Vic\)](#)

Further information is available from the [Department of Justice Working with Children webpage](#) or the Working with Children information line on 1300 652 879

Procedures to maintain School Register

- A copy of all Working With Children Checks are alphabetically filed in a folder together with a register of all WWCC.
- At the commencement of each year, the Working with Children Check register is reviewed.
- Any families who have left the school are removed from the list and their WWCC details shredded.
- Expired WWCC holders are contacted by telephone and informed of the expiry.
- Any WWCC that are due to expire during the current year are highlighted in red.
- All WWCC that are current are shown in blue.
- New parents enquiring about obtaining a WWCC are informed to apply online.
- Once they have applied online and a receipt is issued, a copy of this receipt is kept in the folder until a copy of the applicants card is received by the school.
- The applicants name is then added to the register.
- Once a copy of the WWCC card is received, this is attached to the receipt and filed in the folder.
- The WWCC register is presented to School Council at the commencement of each year and then at least twice more during the year, usually around the major excursion and camp times.
- The register will be placed on the admin network

FLOWCHART for WORKING WITH CHILDREN CHECKS

NB:
It is mandatory that
All volunteers and Locally
Employed staff hold current
Working with Children Checks.

Business Manager has primary
responsibility for checking and
processing WWCCs.

All Administration staff are also
responsible for fully
implementing this process in
the event of the Business
Manager's absence or at the
instruction of the Business
Manager.

