Rationale
The Working with Children (WWC) Check aims to assist in protecting children from sexual or physical harm by screening the criminal records and professional conduct of people doing child-related work. It is designed to complement good selection, supervision and training practices (including rigorous reference checking). The requirement for a Working with Children Check will assist Cardinia Primary School in verifying the suitability of support staff and volunteers, endeavouring to ensure a safe environment for all of our students.

Definition
The Working with Children Check verifies a person’s history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. Broadly, the WWC Check considers serious sexual, violent and drug offences. 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 and Regulation.

Aim
- To ensure students at Cardinia Primary School are protected from being exposed to inappropriate people.
- To provide a safe environment at Cardinia Primary School.
- To identify when a Working with Children Check is required.

Implementation
- A WWC Check must be obtained for all School Service Officer (SSO) staff employed at Cardinia Primary School. This must be presented prior to commencing employment.
- A WWC Check must be obtained for:
  * Parents and volunteers who regularly assist with classroom programs, such as reading;
  * Parents and volunteers who assist with Meal Deals, catering and special school events;
  * Parents and volunteers who transport students without staff members present;
  * Parents and volunteers who coach and/or support sports teams;
  * Parents and volunteers attending school camps or excursions/incursions;
  * Members of the Parents and Friends’ Club and School Council;
  * Technical Support to Schools Program (TSSP) Technicians;
  * Any casual or short term staff employed by Cardinia Primary School or School Council;
  * Other volunteers engaged in child-related work either paid or unpaid; and
  * Any tutors offering programs within the school (i.e. instrumental music).
• The requirement for a WWW Check does not apply to people who are under the age of 18, are currently registered with the Victorian Institute of Teaching (VIT) or are Victoria Police officer or Australian Federal Police (AFP) officer.

• To obtain a WWC Check an application form must be completed. The application form is available online (http://www.workingwithchildren.vic.gov.au/home/) or at Australia Post outlets in Victoria.

• At the start of each year, this policy will be communicated to the school community through the school newsletter.

• The school will keep a register listing the relevant details of those people who have obtained a WWC Check so that it will not be necessary to produce the Check on every occasion. This register will be maintained by the Business Manager.

• The WWC register will be updated with new WWC Checks on an ongoing basis.

• Commencement of a volunteering role at Cardinia Primary School is conditional upon receipt of a successful Assessment Notice or WWC Check card.

• At the start of every year the register will be updated and all WWC Checks will be checked against the Department’s Central Register for continued suitability. This will be done by the Business Manager.

References


Evaluation

This policy will be reviewed every three (3) years or as deemed necessary.
FLOWCHART for WORKING WITH CHILDREN CHECK

Does not hold WWC Check.

Direct the staff member/volunteer to the website or the Post Office to collect a form. The form must be lodged once completed.

Check that the card is current and the photo is of the staff member/volunteer.

If card is current – green.
If card is not current – red.

Photocopy card.

File photocopy and add details to the WWC Check register.

Request Working With Children (WCC) Check in accordance with the Working with Children Check Policy.

WWC Check is provided.