

## Working With Children Check Policy

### Background

At Huntingdale Primary School parents and community members participate in a wide variety of school activities. This includes classroom activities, sports, camps, excursions, in school visits, music lessons and so on.

In response to the recommendations in 'Betrayal of Trust' Report, there are regulations surrounding child safety, which are underpinned by the Child Safe Standards, including screening and supervision of staff and volunteers. In following this legislation, the safety of our students is paramount. Therefore, all volunteers and visitors must have a valid Working With Children (WWC) Check when working at Huntingdale Primary School.

### Purpose

To:

- Ensure all volunteers and visitors have a valid WWC Check when working at Huntingdale Primary School.
- Ensure the safety of all children.
- Be compliant with the Child Safe Standards particularly Standard 4- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Are compliant with the Working With Children Act 2005 and relevant DET policies.
- Implement DET's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

### Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- This policy works in conjunction with the following policies:
  - Child Safe Standards
  - Excursions
  - In-School Visits
  - Visitors
- Parents and Volunteers that are involved in 'child related work', including working bees, classroom activities, sports days, excursions and in-school events must have a WWC check. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work' as they often work with groups of students, which are not necessarily their own children.
- 'Child-related work' is any work that involves 'direct contact' with a child that is part of the person's work. It does not include occasional direct contact with a child that is incidental to the work the person is performing at the school (whether or not that work is paid).
- The definition of 'direct contact' with children has been expanded to include oral, written or electronic communication as well as face-to-face and physical contact.
- Events where parents are watching their own children such as concerts and sports do not need a WWC check.



- If a person has a kinship arrangement, the rules are different and they need a WWC check regardless. The school would know who these parents are on enrolment and would discuss this with them.
- Once parents and volunteers have a valid WWC check, they will be required to bring their WWC check with them each time they participate in an excursion or activity in the classroom. If their WWC Check is not validated or they don't bring it with them, they will not be allowed to participate.
- Regular volunteers' details will be added to the online system. Parents will be given a 'quick pin' access so they do not have to enter their WWC check number each time.
- There are some exemptions for WWC Check- this includes police officers, teachers, children, some teenage volunteers and interstate/international visitors. Please see [http://assets.justice.vic.gov.au/wwcc/resources/5ab5928e-9b9e-43fe-b18b-6e351e65a71d/exemptions\\_guide\\_may2017.pdf](http://assets.justice.vic.gov.au/wwcc/resources/5ab5928e-9b9e-43fe-b18b-6e351e65a71d/exemptions_guide_may2017.pdf)
- For more information about parent participation in schools please see: <http://www.education.vic.gov.au/school/parents/involve/Pages/parent.aspx>
- For information about the WWC check process please see <http://www.workingwithchildren.vic.gov.au/>

### Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

### Document Status

<b>Reviewed</b>	<b>School Council Ratification</b>	<b>Next Review</b>
February 2018	20 <sup>th</sup> February 2018	20 <sup>th</sup> February 2020