

Working With Children Policy



Rationale

The Catholic Education Commission and Bethany Primary School have a responsibility to ensure the safety of all children and employees, and to maintain the security of assets by requiring and maintaining high standards of professional conduct from employees and volunteers.

In meeting these responsibilities, the CECV and the School must be satisfied that only those employees and volunteers who meet the highest standards of probity and suitability are employed.

Verification of a criminal record is achieved by ensuring the employment of new school based employees proceeds in accordance with legislative obligations pursuant to the *Working with Children Act 2005* (for non-teaching employees and volunteers), and to the *Victorian Institute of Teaching Act 2001* (for principals and teachers).

Broad Guidelines

The *Working with Children Act 2005* is operational and includes a Working with Children Check (WWCC), thereby creating minimum checking standards across Victoria for people who work or volunteer with children in certain capacities. The WWCC will ensure that people who are unsuitable to engage in 'child-related work' do not do so.

The Act defines 'child-related work' as work which usually involves (or is likely to involve) regular, direct contact with a child where that contact is not directly supervised, and in any of twenty child-related occupational fields listed in the Act. 'Child-related work' may be either paid or unpaid (voluntary).

The CECV has developed procedures for the conduct of criminal records checks for all school based and non-school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and Working with Children Checks to meet the CECV's pre-employment suitability for employment requirements. These procedures apply to:

- persons employed under the *Education and Training Reform Act 2006*
- persons employed under the *Public Administration Act 2004*
- volunteers (in school and attending excursions/events as an official helper)
- casual employees including casual relief teachers
- student teachers and
- contractors

There are exemptions from the Act including:

- people under 18 years of age
- sworn police officers
- teachers currently registered with the Victorian Institute of Teaching (VIT)

Further information relevant to a WWCC can be found at the Department of Justice's internet site at www.justice.vic.gov.au/workingwithchildren

Implementation

HUB/ CENTRE / SCHOOL VOLUNTEERS

All volunteers must present their WWC card to the school office.

Office staff will photocopy the WWC card for every volunteer and keep it on file in the office.

A list of registered volunteers is created and updated by the office staff.

A copy of this register is kept in the office.

Only people on the register can be invited into the classroom or on excursions.

When in the school, all volunteers must comply with the Bethany Primary School Parent Code of Conduct

Expiry dates for all WWC Cards should be checked at the beginning of each school year by the volunteer and the school Administration staff.

SCHOOL EXCURSIONS

All parents attending an excursion are expected to hold a Working with Children card as either an official volunteer or as a parent simply wishing to join the children at a particular venue.

CONTRACTORS

All contractors and trades people must report to the school office.

The school office must sight the WWC Card before work can commence on the school site within school hours.

Regular contractors in the school (e.g. cleaners and regularly used trades people) must present their WWC card at the office.

Office staff will copy the card and keep it on file.

If a trade person does not have a WWC card and is working on school grounds within school hours, the principal or the principal's representative (i.e. the facility manager) will supervise their work and escort them off site once the job is complete.

Evaluation

This policy will be reviewed annually and as part of the School Improvement Process or more often if necessary due to changes in regulations or circumstances.

Relevant documentation

Safe and Sound Practice Guidelines (Occupational Violence) December 2014

Enquiries

If you would like further information about the way the school manages this policy please contact the Principal in writing via email – principal@bswerribeenth.catholic.edu.au or telephone at 9742 9800. The school will attend to your enquiry and contact you as soon as is practicable.

Related policies

Parent Code of Conduct

Policy approval

Developed: 2017

Previous approval: 2017

Next scheduled review: ***This policy is reviewed as part of the school's 4 year review cycle.***