



SORRENTO PRIMARY SCHOOL WORKING WITH CHILDREN CHECK POLICY AND PROCEDURES

Reviewed: 14th August, 2017

Next Review Date: August 2020

PURPOSE

- 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 require a WWC check and the process to be followed.
- This procedure applies to all positions at 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 Sorrento Primary 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 direct contact (this includes oral, written or electronic communication as well as face to face and physical contact) with children in connection with Sorrento Primary School, regardless of whether they are being supervised by a teacher or another adult with a Working with Children Check. This includes an employee, volunteer, contractor or visitor.
- the position does not qualify for an exemption as listed under the act.

WORKING WITH CHILDREN CHECK FOR PARENTS

A parent, or immediate relative, who volunteers at their child's school as part of an activity that their child is participating in is not required by law to have a WWC Check. Parents og Students at Sorrento PS are required to have a WWC check for overnight camps and where the parent will be supervising a small group of children.

Parent volunteers are encouraged to contact their child's school to determine if the school requires them to hold a Working with Children Check card.

WHAT IS THE APPLICATION PROCESS?

- The candidate must complete a Working with Children Check application form. The forms are available online at: www.workingwithchildren.vic.gov.au.
- Under the section marked 'Details of Organisation', candidates should ensure they state Sorrento Primary School.
- If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card about six 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 at Sorrento Primary School.

WHEN CAN THE CANDIDATE COMMENCE?

- Commencement in Sorrento Primary 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 WORKING WITH CHILDREN CHECK?

- Candidates who are required to undergo a WWC check as a condition of working in Sorrento PS will not be able to receive reimbursement for the cost from Sorrento Primary 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, contractor or volunteer must:

- provide the successful WWC check card prior to commencement at Sorrento PS;
- 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 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 WWC 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\

School Register

The school will take a copy of each WWCC and file it in the Administration Filing Cabinet as per the Staff Registers Policy.

The register will be placed on the admin network.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.