



MORNINGTON PRIMARY SCHOOL Working with Children Policy

RATIONALE

Any person whose duties usually involve, or is likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act. The Working With Children Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.

AIM

To ensure all volunteers and staff employed by the Department of Education and Morningsong Primary School fall within the guidelines determined by the Working with Children Act 2005 and are school compliant with the Act.

IMPLEMENTATION

As of 2015, all volunteers at Morningsong Primary School working in both the school setting and beyond, will need a Working with Children (WWC) Card provided by the Department of Justice. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

- Until the beginning of 2015, any volunteer accompanying students leaving the school will be required to provide a current WWC card – this includes excursions, camps and swimming. Until the beginning of 2015 at Morningsong Primary School, a Volunteer/s who is a parent and whose child/ren would normally participate in the activity at school, is exempt from the requirements of the Act.
- A person who is a registered teacher under the **Education and Training Reform Act 2006** is exempt from a working with children check. Any staff member registered with the Victorian Institute of Teaching (VIT) is exempt from requiring a Working with Children Check – Employment (WWC)
- Any staff member registered with VIT must provide a copy of current registration on renewal.
- Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- All CRT's employed must be registered with VIT.
- All current ESO staff employed to undertake work at Morningsong Primary School must have undertaken a Working with Children Check –Employment.
- All new ESO staff employed after 31/12/2007 must provide evidence of undertaking a Working with Children Check – Employment, prior to confirmation of employment.
- Morningsong Primary School will maintain a WWC register for all school volunteers. The school will sight the original WWCC and retain a copy.

- All employees, current and prospective are responsible for undertaking and paying for their own WWCC required for employment.
- All volunteers, current and prospective are responsible for undertaking the WWCC required for volunteers.
- Contractors who work at the school on a scheduled or regular basis within school hours for Maintenance, Gardening, Canteen staff and Cleaners must hold a Working with Children Check –Employment.
- If a person is issued with a negative notice they must not engage in child related work even if directly supervised.
- If the cardholders' personal details change, it is the responsibility of the cardholder to inform the Department of Justice.
- A volunteer can commence work in a school when they provide a receipt as proof they have applied for a Working With Children Check with the Department of Justice.
- As of Term 3, 2014, Mornington Primary School will ensure that regular reminders for Working With Children Checks will be included in newsletters throughout the year
- The need for Working With Children Checks should be mentioned at all Prep information sessions and included in the Mornington Primary School information packs
- Notes sent home requesting parent helpers for school activities that involve children should include Working With Children information
- It will be a volunteer's responsibility to keep their Working With Children Check up to date.
- It will be the responsibility of staff involved in organising volunteers to check that the volunteers Working With Children Check is up to date before accepting their assistance
- If a WWCC changes status at any stage, the person who is working with a child/ren's position will be reviewed immediately by the School Principal.

This document relates to the following Mornington Primary School policies

- Camps, Incursions and excursions
- Mandatory reporting
- Outside School Hours program
- Parent handbook
- Privacy
- Risk management
- Swimming

*Please note that the Working With Children Act 2005 provides a list of people who may volunteer to work at Mornington Primary School, who are exempt from requiring a Working With Children check.

RESOURCES

Application forms and information regarding the working with children check are available through the post office or via web site www.justice.vic.gov.au/workingwithchildren or by contacting the information line on 1300 652 879

EVALUATION

This policy will be required to be formally minuted and reviewed by School Council every three years.

RESPONSIBILITY

- Principal
- Staff members organising excursions / camps / activities
- School Administration Staff

This Policy is to be reviewed in 2017