

WORKING WITH CHILDREN CHECK POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office

Rationale:

The intent of this procedure is to outline which positions at Diamond Creek Primary School require a Working With Children Check (WWCC) and the process to be followed.

This procedure applies to all positions at Diamond Creek Primary School 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 Diamond Creek Primary School.

Aims:

The Working with Children Check (WWCC) 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).

Principles

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.

Expectations

A WWC check is required for positions that meet all of the following criteria:

- involve contact with children in connection with Diamond Creek Primary School
- the contact happens on a regular (everyday) basis;
- involve direct contact with children and this contact is not directly supervised; and the position does not qualify for an exemption as listed under the act

Implementation:

The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation', candidates should ensure they state Diamond Creek Primary School.

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

Further information about the application process is available on the [Working with Children](#) webpage

Commencement at Diamond Creek Primary School is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Diamond Creek Primary School must:

- designate a staff member (Business Manager) whose responsibility it will be to regularly maintain the WWCC register.
- 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 [Working with Children](#) 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.
- regularly update the school community regarding the requirements of Working with Children Checks through the newsletter.

The staff member or volunteer must:

- provide the successful WWC check card prior to commencement at Diamond Creek Primary School
- 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.
- notify the department within 21 days of changes to their personal and contact details

Related Documents

- [Working with Children Act 2005 \(Vic\)](#)

Further information is available from the [Working with Children](#) webpage

School Register and Maintenance Procedure

Diamond Creek Primary School will take a copy of each WWCC and be filed in the Administration Filing Cabinet but the Business Manager. This file will be reviewed annually to ensure that all staff members WWC checks have current approvals and registration, and will be cross-referenced with the listing and details on EduPay.

Evaluation:

This procedure will be reviewed according to the school's policy review schedule.