



ALBANY RISE PRIMARY SCHOOL

Working with Children Check (WWCC) Policy

RATIFIED BY SCHOOL COUNCIL: 16th March 2016

REVIEW DATE: 2019

PURPOSE:

- 1.1 To ensure volunteers approved to work with children meet legal requirements.
Definition of a volunteer: A volunteer school worker at Albany Rise Primary School is any person who without payment or reward, voluntarily engages in activities such as:
 - swimming, camps, excursions, incursions, production helpers
 - assisting in classrooms
- 1.2 To ensure all visitors engaged in interactions with students comply to legal requirements relating to student safety and wellbeing

GUIDELINES:

This policy reflects the protocols and practise outlined in our whole school child safe standards policy.

- 2.1 The WWCC 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
- 2.2 All volunteers at Albany Rise Primary School are required to have, or have applied for, a current Working with Children Check (WWCC) to provide evidence of their suitability
- 2.3 Guests at the school for special activities (eg. Grandparents day/ school tour) are not required to have a WWCC for a one-off event.
- 2.4 All visitors At Albany Rise Primary School who interact with students must have, or have applied for, a Working with Children Check (WWCC) to provide evidence of their suitability
- 2.5 If a volunteer's or visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption
- 2.6 Staff will be advised at the start of each term and as part of the excursion planning process, that all volunteers in classrooms and on excursions and other events, must have a WWCC.
- 2.7 In addition to a WWC Check the school may also consider it necessary to have a criminal record check conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWCC. The school covers the cost of the criminal record check.
- 2.8 As part of the school council induction process, School Council members will be asked to present a WWCC to the office prior to the second meeting of their term on council.
- 2.9 A register and copy of school community members WWCC will be kept at the school office, including expiry dates.
- 2.10 To be a volunteer a Working with Children Card provided by the Department of Justice is required. This card is:



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- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, (applicants need to provide a passport size photograph) but cannot be used for paid employment

References:

<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>

<http://www.workingwithchildren.vic.gov.au/>

Principal: _____

School Council President: _____

Date ratified by School Council: _____

16th March 2016

To be reviewed: _____

2019

ARPS POLICY