



Working with Children Check - Volunteers

Background

- You are considered to be performing 'child related work' if you work or volunteer at a school or school related activities, you volunteer or do this work on a regular basis and you have direct contact with children under 18yrs of age which is unsupervised.
- Schools must establish and implement policies to assess and verify the suitability of all persons who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a Working with Children Check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC check eg police officers, teachers, they must provide evidence to support their claim to an exemption.
- In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the DET. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

Purpose

- To ensure volunteers approved to work with children at Werribee Primary School meet the legal requirements of the *Working with Children Act 2005*.
- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students have Working with Children Checks.
- To provide an environment that is safe and secure.

Definitions

The Working with Children (WWC) Check is a background check provided by the Victoria Police. For the definition of "volunteer", please refer to the school's *Volunteer Workers Policy*.

Implementation

- The school will inform volunteers of the need to have a Working with Children Check.
- A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.
- The Working with Children Card provided by the Department of Justice is valid for five years, transferable between organisations and will be free of charge for unpaid work.
- All people required to have Working with Children checks are issued a WWC Check Card which School Council expects will be photocopied by school staff and that person's name added to the school's register of 'approved volunteers.' Only volunteers on the school register are able to work or volunteer at the school or during school related activities.
- School Council requires that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present (rare), extra-curricular activities such as school sporting teams etc all must have WC Checks.
- School Council will consider other activities such as incursions on a case-by-case basis.
- Please refer also to the school's *Volunteer Workers Policy*.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid October 2013).

When First Developed/Reviewed - DET School Policy Advisory Guide > A-Z Index: October 2014

This policy was ratified by School Council on: 17 November 2015

Next review Due: November 2018

Reference:

www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx