WORKING WITH CHILDREN CHECK POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the main office of Nelson Park school (03) 52783620.

1. RATIONALE:

a. To ensure school based non-teaching employees and the engagement of volunteer's proceeds in accordance with DET Policy and the Working with Children Act 2005. These procedures apply to:
   - non-teaching employees
   - volunteers
   - student teachers

This policy applies to both the Libau and Illinois Campus and any difference between campuses is specified.

2. AIMS:

a. To ensure children under our care are protected from being exposed to inappropriate people
b. To ensure all people engaged in 'child-related work' with our students and who are required to have Working with Children Checks (WWCC), do so
c. To ensure that our school complies with the relevant Acts and laws
d. To provide an environment that is safe

3. IMPLEMENTATION:

a. **All** workers or volunteers related in 'child-related work' must undergo a Working with Children Check prior to commencing work
b. Work experience students do not require Working with Children Checks as they are under the direct supervision of a Nelson Park staff member at all times
c. 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, you have direct contact with children under 18yrs of age which is unsupervised and you do not qualify for an exemption
d. A non-teaching employee or volunteer can commence work only once their WWCC has been issued
e. All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies working with Children check requirements, and are therefore exempt. Police officers are also exempt
f. School Council does not pay for Working with Children Checks. WWC Checks last for 5 years
g. All people required to have Working with Children checks are issued a WWC Check Card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school-related activities
h. School Council will maintain a record of volunteers with 'up to date' WWC Checks
i. 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, extra-curricular activities such as school sporing teams etc. all have Working With Children Checks

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j. School Council will consider other activities such as incursions on a case-by-case basis

4. CHILD SAFE SCHOOLS:

a. Nelson Park School will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. Our commitment to child safety and our screening requirements are included in advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the school's Child Safety Code of Conduct and the Child Safety Policy

b. When recruiting and selecting employees, contractors and volunteers involved in child-connected work, the school make all reasonable efforts to:
   - confirm the applicant's Working With Children Check and National Police check status and/or professional registration (as relevant)
   - obtain proof of identity and any professional or other qualifications
   - verify the applicant's history of work involving children
   - obtain references that address the applicant's suitability for the job and working with children

c. the school has processes for monitoring and assessing the continuing suitability of school staff to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration

5. REFERENCES AND RESOURCES:

Department of Education and Training Victoria's Suitability for Employment Policy & Procedures
Department of Justice website: www.justice.vic.gov.au/workingwithchildren

6. EVALUATION:

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

Policy last reviewed	06/04/2023
Approved by	Principal / School Council
Next scheduled review date	APRIL 2026