

Working with Children Check (WWCC) Policy



Help for non-english speakers

If you need help to understand the information in this policy please contact Kalianna School on 03 5442 1311

Purpose

Kalianna School Bendigo welcomes visitors and volunteers who support school programs and activities while prioritizing the safety of students. This policy aligns with guidelines set by the Department of Education and Training (DET) regarding suitability checks, including Working with Children Checks (WWCC) for individuals working with children at our school.

Scope

This policy pertains to all visitors and volunteers who interact with students at Kalianna School Bendigo. It defines child-related work as per the Working with Children Act 2005 (Vic) and outlines the requirements and checks necessary for visitors and volunteers depending on their roles and responsibilities within the school.

Policy

- Purpose of the Working with Children Check Policy
- To comply with DET requirements regarding the screening of visitors and volunteers.
- To ensure, to the best of our ability, the safety of all students participating in school activities.
- To instill confidence in parents and staff that all reasonable steps have been taken to secure the safety of students involved in school activities.

Definitions

Child-related work: As defined by the Working with Children Act 2005 (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written, and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

Implementation

Visitors

All visitors to the school must adhere to the RPS 'Visitors' policy, which includes the following:

1. Visitors engaged in child-related work, as defined above, must possess a valid Working with Children Check.
2. In some circumstances, visitors who are not engaged in child-related work may also be required to produce a valid Working with Children Check, depending on the specific circumstances of their visit. This includes, but is not limited to, visitors who:
 - Will be working regularly with children during their visit, even if direct contact with children is not a central part of their usual duties.
 - Contractors who regularly perform work at the school in an unsupervised area where they will be around children.
3. The principal may request further background checks, including references, at their discretion.
4. Visitors who will be working in areas away from students or who will be supervised and accompanied by a staff member during their visit may not be required to have a Working with Children Check.
5. Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a Working with Children Check but may be asked to provide proof of identification.

Volunteers

All volunteers at the school must adhere to the RPS 'Volunteers' policy, which includes the following:

Working with Students

1. Volunteers, regardless of whether they are parent/family members of a student at Kalianna School Bendigo, are required to have a valid Working with Children Check if they are engaged in child-related work, irrespective of supervision.
2. Parent/family volunteers assisting with classroom or school activities involving direct contact with children, in cases where the volunteer's child is not participating, or does not usually participate in the activity, must possess a Working with Children Check.
3. Parent/family volunteers helping with excursions, camps, and similar events, regardless of whether their own child is participating or not, must have a Working with Children Check.
4. Parent/family volunteers who regularly assist in school activities, regardless of whether their child is participating, are also required to have a Working with Children Check.



5. Parent/community School Council members sitting on School Council with student School Council members, regardless of whether their child is a student member, must have a Working with Children Check.
6. Depending on the nature of the volunteer work, Kalianna School Bendigo may request additional suitability checks, including references, work history involving children, and qualifications. Proof of identity may also be required in certain circumstances.

Non Child-Related Work

For activities that do not involve child-related work, such as weekend gardening, maintenance, working bees, or school committee coordination where children will not be present, volunteers are not required to have Working with Children Checks. However, Kalianna School Bendigo reserves the right to undertake suitability checks, including requiring proof of identity or Working with Children Checks, at its discretion if considered necessary for particular activities or circumstances.

By implementing this policy, Kalianna School Bendigo aims to create a safe and secure environment for all students, visitors, and volunteers while complying with the DET's guidelines for suitability checks and child safety standards.

For more information and Resources

<https://www2.education.vic.gov.au/pal/volunteers/policy>
<https://www2.education.vic.gov.au/pal/suitability-checks/policy>

Policy Review and approval

Policy last reviewed	September 2023
Approved by	Principal
Next scheduled review date	September 2027