



Glendal Primary School

Working with Children Check Procedures Policy

Rationale

To meet the requirements of the National Law and National Regulations, a current Working with Children Check card (WWC Check) or verification that the person's WWC Check is current via the Department of Justice WWC Check website is required. The stamped receipt issued by the Department of Justice on lodgment of an application for a WWC Check is not acceptable.

Guidelines

- A WWC Check is required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.
- The definition of 'direct contact' with children includes oral, written or electronic communication as well as face-to-face and physical contact. It is an offence under the Working with Children Act 2005 to knowingly undertake child-related work or to engage a person in child-related work without a current assessment notice or card. The definition of 'direct contact' with children includes oral, written and electronic communication as well as face-to-face and physical contact.
- A person moving from one state or territory to another must comply with the relevant working with children law in that state or territory, in this case Victoria.
- A WWC Check cannot be issued to an educator or volunteer if they are under 18 years of age. In this case the educator must be under the immediate supervision of an educator who has attained the age of 18 years and holds (or is actively working towards) an approved diploma level education and care qualification (regulation 358(2)).

Implementation

- Individuals who are registered as a teacher with the Victorian Institute of Teaching (VIT) in accordance with the Education and Training Reform Act 2006 are not required to have a current WWC Check. This includes all Glendal teachers.
- All other staff working at Glendal Primary School are required to hold a current WWC Check.
- Contractors and other visitors, including educational, sporting and other providers are required to hold a current WWC Check.
- All volunteers (i.e. parents and student teachers) working and helping onsite at Glendal or off-site for excursions and camps, are required to hold a current WWC Check regardless of whether they are being supervised by a teacher.
- WWC Checks are not required for parents dropping off or picking up their child, or attending for a special event, for example a performance.
- The school will keep a current register of WWC Checks. Individuals must carry their WWC Check card on them at all times, or be able to produce a photograph of the card.

Evaluation

Policy ratified 21st June, 2021 at School Council.