



## Christmas Hills Primary School

### WORKING WITH CHILDREN POLICY

April 2020

#### Introduction

The Working with Children Check (WWC) helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them.

Under the *Working with Children Act 2005* (the Act), only people who are doing child-related work and who are not exempt, need a Check. This applies to both paid and volunteer workers.

The Check does not assess a person's suitability to work with or care for children in a particular role. In addition to ensuring compliance with requirements of the Act and this policy, Christmas Hills Primary School (CHPS) will be vigilant at all times, by conducting thorough reference checks where appropriate and establishing sound, ongoing supervision practices so that children are safe from harm.

#### Aims

- To ensure that all people involved in child-related work have undertaken and passed a WWC.
- To ensure CHPS is compliant with the Act.

#### Guidelines

The requirements for who needs a WWC are listed at <http://www.workingwithchildren.vic.gov.au>. At the date of approval of this policy, people requiring a WWC under the Act comprised:

- An adult working with persons under the age of 18 years, working as any of the following:
  - An employee
  - A self-employed person or an independent contractor
  - A volunteer
  - A supervisor of child employees (where the child is under 15 years of age) pursuant to the *Child Employment Act 2003*
  - A participant in practical training through an educational or vocational course
  - A participant in unpaid community work under a court order
  - An officer of a body corporate
  - A member of a committee of management of an unincorporated body
  - A member of a partnership
  - A minister or religion or someone performing duties of a religious vocation
- Working in any of the occupational fields listed in the Act
- Work involving direct contact with children. This means being able to talk face-to-face or have physical contact with children
- Where contact with children is part of the duties i.e. not incidental to the work.
- Where contact with children is not directly supervised by another person. Direct supervision means immediate and personal supervision.

A teacher who is currently registered with the Victorian Institute of Teaching (VIT) is also exempt from the Check.

In addition to the requirements of the Act, CHPS requires all contractors, visitors and volunteers, including parents, grandparents and carers volunteering help in classrooms, excursions, camps or any other activities with students to have a current WWC.

### **Implementation**

- CHPS requires all staff members eligible to be registered with the VIT to provide a current copy of their VIT registration, to be held on file. This applies to contract or casual staff members.
- All staff employed to undertake work at CHPS, that are not eligible for VIT registration, must have undertaken a WWC and a copy of this is to be held on record with the school.
- All volunteers who wish to engage in child related work must provide a WWC to the Principal or Business Manager before commencing.
- All employees and volunteers, current and prospective, are responsible for undertaking and paying for the WWC required for employment whether the employment is paid or voluntary.

### **Evaluation**

This policy will be reviewed annually as part of the School's periodic review cycle.