



Swinburne Senior Secondary College

Working With Children Policy

Rationale

To ensure volunteers approved to work with children meet legal requirements. Police Record and Working With Children Checks of employees and volunteers assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional conduct.

Aim

To ensure all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

Implementation

The college assesses and verifies the suitability of volunteers 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 e.g. 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 DEECD. 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.

A WWC Check is required for positions that meet all of the following criteria:

- involve contact with students in connection with the school
- the contact happens on a regular (everyday) basis;
- involve direct contact with students and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward. School work means:

- carrying out the functions of a school council
- any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the principal or school council
- providing any assistance in the work of any school
- Parents who volunteer in activities that their child is participating in are exempt from obtaining a WWC Check, except where an overnight stay is involved. Example: Where a student stays in a home for an exchange visit, each adult over the age of 18 in the home must obtain a WWC.
- Where a parent attends school camp
- A volunteer can commence work in a school when they provide a copy of a valid Working With Children Certificate.
- The WWC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis. To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required.
- WWC Checks for paid employment can be used to show suitability for volunteer work.
- The school will take a copy of each WWC Check and file it in the Administration Filing Cabinet as per the Staff Registers Policy.

References:

http://www.eduweb.vic.gov.au/edulibrary/public/hr/policy/Suitability_for_employment.pdf

Endorsed by School Council and effective as of: (insert date)

REVIEWED Annually