



# Swinburne Senior Secondary College

## Working With Children Policy

### Policy Statement

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In order to maintain a safe environment for our students, ensure high standards of professional conduct and meet legal requirements all SSSC employees and volunteers involved in activities with high or potentially high student contact require Police Record and/or Working With Children Checks (WWC Check).

### Guidelines

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All employees and volunteers who will work with children at SSSC must provide evidence of their suitability, this will usually be in the form of a WWC Check.

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.

In addition to a WWC Check the school may also consider it necessary that a criminal record check is conducted through the DET. 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.

If a volunteer's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

WWC Checks or other evidence will be assessed and verified by the Principal or delegate.

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 Working with Children Act 2005 (the Act).

### Implementation

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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
- where a parent attends school camp

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.

A volunteer can commence work in a school when they provide a copy of a valid WWC Certificate or a receipt as proof they have applied for a WWC Check with the Department of Justice.

The school will take a copy of each WWC Check and file it in the Administration Filing Cabinet.

### **Review**

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This policy is for review every 3 years.

### **Links and information**

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<http://www.workingwithchildren.vic.gov.au/utility/home/>

Working with Children Act 2005

### **Certification**

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This policy was adopted at the School Council meeting held at

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Council President

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