



Working With Children Check

St Carlo Borromeo Primary School

Rationale:

- Schools are responsible under the 'Working with Children Act, Victoria 2005' to provide a safe environment for students by ensuring those who work with children have no relevant criminal records for conviction, findings of guilt, pending charges and offences, or professional disciplinary records.

Aims:

- In conjunction with CECV Policy, all employees, volunteers and contractors are required to obtain a "Working with Children Check (WWCC)".
- The WWCC is administered by the Department of Justice and replaces Criminal Record Checks previously issued by the Police Department and required only for specific categories of volunteers.

Implementation:

- A WWCC will be required for all volunteers who assist the school classroom helpers, on excursions/incursions, with sporting programs/clinics or coaching, School Education Board Committee members, Canteen, Uniform Shop, school disco helpers, Instrumental Program tutors and any school event or activity that involves working with children.
- "Working with Children Checks" are free for volunteers and are organised directly by the person concerned. Application forms are available from and will be processed by any participating Australia Post outlet.

Applicants will need to provide a passport photo with their application and must provide 100 point identification evidence.

This identification may include:

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| ➤ Passport | 70 points |
| ➤ Birth Certificate | 70 points |
| ➤ Drivers Licence | 40 points |
| ➤ Firearm Licence | 40 points |
| ➤ Credit Card/Medicare Card/Health Care provider Card | 25 points |
- Upon lodging a successful application, volunteers will receive a WWCC ID Card, which is valid for five years.
 - The school is required to maintain a register of all adults who assist in the school and have contact working with children.
 - From October 6, 2008 only volunteers who have a current WWCC ID Card and have registered details of this card with the school office, will be permitted to assist at the school

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School Volunteers:

- Volunteers will be required to sign in at the office before working in the classroom or in any volunteer capacity.
- All parents working in the classroom, canteen, for excursions, for school events, sporting clinics or coaching will be required to wear their WWCC ID Card at all times when assisting at school.
- A WWCC will be required for all volunteers who assist at St Carlo Borromeo Primary School as committee members for the Parents and Friends Association. A WWCC will be required for all volunteers who assist as a helper in the school community. For example: classroom helper, volunteers for excursions and camps etc.
- If a parent, parish volunteer or contractor assists or works in the school on an irregular basis (e.g. less than five days), then he/she may be able to do so without a WWCC given approval of the school principal or delegate.

School Employees:

- All qualified teaching staff are exempt from the WWCC because they have already undergone National Criminal Record Checks to obtain teacher registration with the Victorian Institute of Teaching.
- All other staff employed at St Carlo Borromeo Primary School must undertake the WWCC. i.e. teacher aides and school officers.
- Any employed contractor (e.g. trades people, like builders, electricians, plumbers etc who are likely to be on school property more than five days of the school year will also be required to obtain a WWCC.
- Any educator or instructor employed by the school or by parents privately, to provide a service to its students on school property, must also obtain a WWCC, unless they are a qualified teacher and/or registered with the Victorian Institute of Teaching.
- There is a process to monitor visitors on the premises through a 'Sign in Register' at the school office.
- A person who is currently registered as a teacher with the Victorian Institute of Teaching (VIT) does not require a WWCC because they must have a current Criminal Check (CRC) as condition of registration.

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