

# HEANY PARK PRIMARY SCHOOL

## WORKING WITH CHILDREN APPROVAL POLICY AND PROCEDURES

### **PURPOSE**

To minimise risk of harm to students by requiring staff and volunteers of Heany Park Primary School to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy.

### **DEFINITIONS**

- *Volunteer*: includes unpaid engagement, unpaid student placement and parent/ carers assisting with school activities
- *The WWCC 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. It checks for serious sexual, violent and drug-related offences as well as disciplinary findings of professional agencies such as the Victorian Institute of Teaching. A Working with Children Card is evidence of this check.

### **OBJECTIVES**

- To minimise the risk of harm to students in their place of learning on or off site
- To ensure that all adults (employees, contractors and volunteers) likely to be engaged in child-related work areas or activities and involving contact with a child or children, have a current WWCC as a minimum. If a volunteer's occupation exempts them from the requirement to have a WWCC e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

### **GUIDELINES FOR IMPLEMENTATION**

- Volunteers at Heany Park Primary School require a valid Working with Children Card, provided by the Department of Justice. The card is valid for five years, transferable between volunteer organisations, free of charge for volunteers, but cannot be used for paid employment.
- Volunteers are requested to include Heany Park Primary School as one of their designated organisations, when applying for or renewing their WWCC.
- In addition to a WWCC, Heany Park may also require a criminal record check. This may be considered necessary when certain offences are relevant to the duties of the volunteer or staff member, for example checking for dishonesty offences may be required for a role that involves managing finances or petty cash.
- The Principal will ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the Principal must be satisfied that the person meets the required Suitability for Employment Checks. See Suitability for Employment Policy: [http://www.education.vic.gov.au/hrweb/Documents/Suitability for employment](http://www.education.vic.gov.au/hrweb/Documents/Suitability%20for%20employment)
- Heany Park will ensure that the Department's procedures for criminal record checks are implemented to maintain high standards of conduct and professionalism in our school.  
<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>
- Heany Park will adhere to the Department procedures for the conduct of criminal records checks for all school based employees. This includes arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWCC to meet the Department's pre-employment suitability requirements.
- If you are a teacher who is currently registered with the Victorian Institute of Teaching (VIT), you are exempt from the Check.  
However, if your VIT registration is suspended or cancelled, you are no longer exempt and must apply for a Check. You must, in writing, notify every organisation that engages you in child-related work within seven days of the suspension or cancellation of your registration.
- The following activities require all volunteers to have a valid Working With Children Check:
  - Participation in school camps

- Classroom helper
- Playground supervisor
- Sports coach of a school team
- Parent supervisor on excursions and incursions
- Transporting students in a car to and/or from a school event (when the transport is organised through the school)
- Travelling with students on buses to and from school events
- The Principal and/or School Council may add activities to the above list at their discretion.
- The collection, recording and storage of WWCC information will be the responsibility of the Principal and will be conducted in accordance with the school's Information Privacy Policy and any other relevant legislative requirements.
- At the commencement of the school year, Heany Park Primary School will implement procedures to ensure staff members and volunteers hold a valid WWCC Card or VIT equivalent.
- It is the responsibility of the staff member or volunteer to:
  - provide Heany Park Primary School with the successful WWCC approval prior to commencement
  - notify the Principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWCC approval has been suspended
  - apply for a new WWCC before their card expires
- At HPPS most people can do child-related work while their application is processed as long as they provide a receipt as proof they applied for a WWC check.  
However you cannot if you:
  - have been charged with, found guilty, or convicted of a serious sexual, violent or drug offence listed in clause 2 of Schedule 3 of the Act
  - have previously been given a Negative Notice
  - are subject to orders or reporting obligations under the:
    - Sex Offenders Registration Act 2004***
    - Serious Sex Offenders Monitoring Act 2005***
    - Serious Sex Offenders (Detention and Supervision) Act 2009.***
- This policy is to be read in conjunction with the:
  - Working with Children Regulations 2006
  - Working With Children Act 2005
  - Information Privacy Policy
  - Risk Management Policy
  - Visitors to Schools Policy
  - Student Wellbeing Policy
  - Teaching and Learning Policy
  - Department of Justice website: [www.justice.gov.au/workingwithchildren](http://www.justice.gov.au/workingwithchildren)

## EVALUATION

Evaluation of this policy will be carried out by the Principal Team as part of the Education and Policy Committee's cyclic review process, in four years time, or beforehand if a significant issues arises.

Prepared by: Janet Evison, Adriana Dickinson

Approval Date: 10<sup>th</sup> March 2016

Review Date: March 2020

Signed:

Janet Evison  
(Principal)

Chris Parker  
(School Council President)