



### RATIONALE

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children Check (WWCC) creates a mandatory minimum checking standard across Victoria. The WWCC helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

### POLICY STATEMENT

Volunteers, employees and visitors working at Oberon Primary School, who fall within the guidelines determined by the *Working with Children Act 2005*, must have a current Working With Children Check.

### IMPLEMENTATION

#### Guidelines

A WWCC is valid for up to five year and is transferable between jobs and volunteer organisations. A WWCC obtained for the purpose of voluntary work, as indicated by the letter "V" on the card, may not be used for the purposes of paid work.

The WWCC consists of a national criminal history check. Not all criminal offences will be taken into account, only serious sexual, violence or drug offences, or pending charges. Police Checks may be required as well for some activities.

#### Compulsory WWCC

Working with Children Checks are compulsory for the following people:

- All School Service Officers (SSO) and Student Support Service Officers (SSSO) employed at Oberon Primary School.
- Technical Support to Schools Program (TSSP) technicians
- Out-of-School-Hours (OSH) staff (e.g. "Extend" staff)
- Religious education instructors
- Student teachers
- Home-stay families
- Tutors working with students during normal school activities at the school
- Parents and volunteers attending school camps
- Parents and volunteers who coach and/or support school sports teams
- Any casual or short-term-staff employed by Oberon Primary School or School Council (e.g. staff employed to assist with maintenance of the school grounds or music tuition)
- Parents and volunteers engaging in work as a volunteer
- Other volunteers engaged in direct and unsupervised or supervised child-related work, either paid or unpaid
- Members of School Council and Parents' Club

## Exemptions

Working with Children Checks are NOT compulsory for the following people:

- Teachers and Principals currently registered with the Victorian Institute of Teaching (VIT). *Please note:* the VIT requires all teachers to submit a WWCC as part of their registration process.
- Casual relief teachers currently registered with the Victorian Institute of Teaching
- People under the age of 18
- Sworn Police officers
- Visitors and workers, including guest speakers who do not ordinarily reside and perform child-related work in Victoria
- Contractors who are in the school outside normal school hours.

## Procedures

- The school will keep the relevant details of those people who have obtained a WWCC so that it will not be necessary to produce the Check on every occasion.
- WWCCs will be up-dated on an ongoing basis. At the start of each year all WWCCs will be checked against the Department's Central Register for continued suitability. This will be done by the Business Manager.
- All teaching staff, including casual relief teachers and contract teachers, are required to be registered with the Victorian Institute of Teaching (VIT).
- All member of the teaching staff, including casual, contract and relief teachers must provide a copy of their current VIT registration, before commencing work at the school. Employment agencies used by the school require the same as for Casual Relief Teaching.
- All Education Support (ES) staff and School Support Officers (SSO) employed to undertake work at Oberon Primary School must have a Working With Children Check.
- All student teachers must undertake a WWCC before starting their placement
- All employees and volunteers (except those who are listed above as exempt) are responsible for acquiring and maintaining a current Working with Children Check.
- Reimbursement of fees incurred by individuals will be at the discretion of the Principal.
- Contractors entering the school premises, during school hours, will be required to produce evidence of a WWCC.

## Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by the Oberon Primary School Council on 02/08/2016  
Next review date: August 2019