



Warrnambool West  
Primary School

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# Warrnambool West Primary School

## WORKING WITH CHILDREN CHECKS POLICY

### WWPS is a Child Safe School

#### Statement:

Warrnambool West Primary School believes that the safety of children is of paramount importance and as such, has a zero tolerance of child abuse.

#### Rationale:

As of the 1 January 2008, all schools are required to comply with the Working with Children Act 2005, and ensure that any person unsuitable to be involved in 'child related work' does not do so.

As of 1 August 2016, all schools are required to comply with the **Child Safe Standards**, under Ministerial Order 870. All care will be taken during the recruitment process of both staff and volunteers to ensure that the safety of children is the first priority.

#### Aims:

- To ensure children under our care are protected from being exposed to inappropriate people and subsequent child abuse.
- To ensure all people engaged in 'child related work' with our students and who are required to have Working with Children Checks, do so
- To ensure that our school complies with the relevant Acts and laws. (Ministerial Order 870)
- To provide an environment that is safe.

#### Implementation:

- As of 1 January 2008, all workers or volunteers related in 'child related work' must undergo Working with Children checks prior to commencing work.
- You are considered to be performing 'child related work' if you work or volunteer at a school or school related activities, and you volunteer or do this work on a regular basis, and you have direct contact with children under 18yrs of age which is unsupervised, and you do not qualify for an exemption.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies Working with Children Check requirements, and are therefore exempt.
- All Education Support staff members have a Working with Children Check as a condition of their employment.

- School Council does not pay for Working with Children Checks, which are free to volunteers.
- All parents who volunteer in relation to an activity in which his or her child ordinarily participates or does not ordinarily participate in, then a check is required.
- All people required to have Working with Children Checks are issued a WWC Check card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities.
- School Council will maintain a record of volunteers with up to date WWC Checks.
- School Council requires that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc. and those visiting the school for incursions, all have valid Working With Children Checks.

### **Child Safety Standard 4 – Staff Selection Checklist**

When recruiting new staff or volunteers some important child safety areas for assessment include the applicant's:

- \* motivation to work with children?
- \* relevant and verifiable child-related work experience
- \* understanding of professional boundaries
- \* communication skills

Refer to the *WWPS Staff Selection Policy* for further information.

Reference: <http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>  
<http://www.vrqa.vic.gov.au/childsafes/Pages/resources.html>

**This policy was last ratified by School Council in....**    October 2016

### **EVALUATION**

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

Date: 10/08/2016	Responsibility: School Council	Review Date: October 2019
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