

# VILLAGE SCHOOL

## WORKING WITH CHILDREN CHECK POLICY

### 1. Purpose

The Working with Children Act 2005 was introduced by the Victorian Government to protect children from physical harm by checking a person's criminal history for serious sexual assault, serious violence, or serious drug offences. Village School has a responsibility to ensure the safety of all children. This policy sets out the requirements for new employees, contractors, and volunteers with regards to the Working with Children Check.

### 2. Scope

This policy covers all employees, contractors and volunteers who form part of the Village School community.

### 3. Guidelines

The Working with Children Check will be conducted by the Department of Justice and Community Safety and will review an individual's criminal record and findings from relevant professional disciplinary bodies.

Individuals who are deemed suitable to engage in child related work will be issued with an Assessment Notice and a Working with Children Check card which will remain in force for 5 years unless sooner revoked or surrendered.

New employees requiring Working with Children Checks must organise and pay for the checks themselves as a precondition of appointment.

Existing Village School employees requiring Working with Children Checks must provide, at their own expense, a satisfactory assessment notice every five years at the expiration of their Working with Children Check.

The employee is responsible for ensuring their Working with Children Check is current. All employees are required to immediately advise the Principal should they be the subject of any police investigation, charge or conviction that could impact on whether they are a fit and proper person to be trusted to work in a school environment. The School may take appropriate action, including: suspending an employee with or without pay or termination of employment if, in the opinion of the School any such investigation, charge or conviction is detrimental to the continued performance of duties by the employee. Employees who fail to advise may be subject to disciplinary action including suspending an employee with or without pay, or termination of employment.

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### 4. Negative Notices

Individuals who are deemed unsuitable to work or volunteer with children will be issued with a negative notice from the Department of Justice and Community Safety. An individual can appeal to the Victorian Civil and Administrative Appeals Tribunal (VCAT) against the decision to issue a negative notice.

It will be an offence to engage a person in child related work where the person does not have a current Assessment Notice.

### 5. Employees/ Volunteers Exempt from a Working with Children Check

The following individuals are exempt from the Working with Children Check:

- Individuals under 18 years of age
- Teachers registered with the Victorian Institute of Teaching (VIT)
- Parents volunteering in an activity with their child under teacher/learning support supervision
- Family members volunteering in an activity who are closely related to the child e.g: grandparent, step-parent, uncle, aunt, brother/sister-in-law, domestic partners with teacher/learning support supervision
- Contractors who are supervised at all times by an employee who holds current VIT Registration or a Working with Children Check.
- Interstate visitors to Victoria for a period of up to 30 days in the same calendar year
- Police officers.

### 6. Volunteers requiring a Working with Children Check

All parents and carers attending school excursions or school camps are required to have a valid Working with Children Check or hold VIT registration. The check is free for volunteers. A detailed explanation of how to apply is contained in the *applying for a working with children check document*.

A copy of their Working with Children Card needs to be provided to the administration staff prior to the school excursion or camp. The parent/carer also needs to add Village School to their organisation details via the update details section of the [Service Victoria Website](#)

### 7. Contractors

Contractors to the School are divided into 2 types, and different rules apply:

- Regular Contractors – these are contractors which work at the School on a regular basis and hold keys to the property and have building alarm codes. These contractors must provide a satisfactory Working with Children Assessment Notice as a precondition of appointment.

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- Occasional Contractors – these are contractors which visit the school upon occasion. These contractors must provide 100-point Proof of Identity Check when signing into the school at reception.

### **8. Procedure for maintaining the Register**

A Register is maintained by the administration staff with the details of teachers with VIT and of non-VIT registered staff and volunteers with a Working with Children Check. When new staff provide their VIT or Working with Children Check Assessment Notice, the details including the expiry date are recorded into the excel spreadsheet register which is located on the school server.

The data is checked monthly by the Administration staff, this includes a check for any recent convictions and expiry date. Employees and Volunteers are sent a reminder if their Working with Children Check requires renewal. The checks are carried out on the following websites:  
<https://online.justice.vic.gov.au/wwccu/checkstatus.doj>  
<http://www.vit.vic.edu.au/search-the-register>

A copy of the original Working with Children Card, once sighted and noted by the Administration staff will be stored in Working with Children Check folder stored in the admin office.