



YARRAVILLE

Special Developmental School

WORKING WITH CHILDREN CHECK POLICY

Yarraville SDS Principal:

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School Council President:

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CERTIFICATION:

School Council President

Signed

Date

22/5/18

Principal

Signed

Date

22/5/18

This policy ratified at School Council meeting

22/5/18



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GENERAL STATEMENT:

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking). This procedure applies to all positions at Yarraville SDS, including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

RATIONALE:

The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

AIMS:

The Working with Children (WWC) Check helps protect children from physical and sexual harm. It assesses a person's suitability to work with children and is a legal requirement for those undertaking paid or voluntary child-related work in Victoria.

The WWC Check (the Check) is only one means of helping to protect children. It enhances the safety of children who participate in activities outside the home. The Check supports the efforts of organisations to screen and supervise their staff and volunteers engaged in child-related work.

The Check also complements Victoria's child protection system, which helps protect children from significant harm caused by abuse or neglect within the family.

The WWC Check does not seek to regulate the private relationships of family and friends – only the contact a child has with someone engaged in child-related work.

IMPLEMENTATION:

A WWC check is required for positions that meet all of the following criteria:

- involve contact with children in connection with Yarraville SDS including oral, written or electronic communication;
- the contact happens on a regular basis;
- for anyone engaged in "child-related-work" regardless of whether they are being supervised by a teacher or another adult with WWC;
- the position does not qualify for an exemption as listed under the act;
- The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria;

- Under the section marked 'Details of Organisation', candidates should ensure they state YSDS;
- If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.
- Further information about the application process is available on the Department of Justice webpage.
- If an applicant failed, the WWC Check the applicant cannot undertake 'child-related work' or work in Yarraville SDS.
- Candidates who are required to undergo a WWC check as a condition of working at Yarraville SDS will not be able to receive reimbursement for the cost from Yarraville SDS.

RESPONSIBILITIES OF YARRAVILLE SDS:

- identify all staff who require a Working with Children check;
- ensure existing staff and volunteers are informed of the requirement to undergo the check;
- ensure prospective staff and volunteers have passed a WWC check before commencement;
- check the card's validity on the Department of Justice webpage;
- have a photocopy of the WWC card and with details updated on the school register (if individual is a staff member, copy to be kept on the staff member's personnel file)
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWC check card at all times.

THE STAFF MEMBER OR VOLUNTEER MUST:

- provide the successful WWC check card prior to commencement at Yarraville SDS
- notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence.
- apply for a new WWC check before their card expires.
- A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check.

Further information is available from the Department of Justice Working with Children webpage or the Working with Children information line on 1300 652 879

EVALUATION:

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

RESOURCES:

- Suitability Checks for School Volunteers and Visitors
<http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>
- Working with Children Checks - Department of Justice and Regulation
<http://www.workingwithchildren.vic.gov.au/home/about+the+check/>
- Suitability for Employment Checks
<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>