



# WORKING WITH CHILDREN POLICY

## Purpose

The Working With Children (WWC) policy assists Karoo Primary School in the protection of our students and maintains a safe environment by ensuring any person engaged in child-related work (paid or unpaid) is compliant with the *Working With Children Act 2005*.

This policy applies to all positions at Karoo Primary school including volunteer, consultant and contractor positions. To maintain high standards of conduct and professionalism in our school, Karoo Primary School will ensure that the Department's procedures for criminal record checks are implemented and processed accordingly.

Compulsory WWC Checks are required by:

- Education Support Staff
- Any person, volunteer or paid, who engages with students in any school related/approved activity
- Parents and volunteers who coach/support sport and PE events
- Parents and volunteers attending school camps and excursions
- Staff working in Karoo's OSHC
- Tutors working with students during school hours i.e. music lessons
- Any person providing technical support to the school
- School Canteen staff
- All trades people and contractors, who should present their WWC card when signing in the visitors book at the office.

All teachers, including casual relief staff, are registered with Victorian Institute of Teaching (VIT). This membership includes a criminal record check.

## Implementation

The WWC check verifies a person's history to ensure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WCC check is valid for 5 years (unless revoked).

The school will assess and verify the suitability of staff and volunteers who will work with children.

Individuals who are exempt from WWC check category are teachers and police officers.

All employees and volunteers, current and prospective are responsible for undertaking their own WWC check, whether the employment is paid or voluntary.

The school will keep a photocopy of the employee or volunteer's WWC check on file.

Staff will be provided with a list of parents with WWC check on a termly basis or before an event.

[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

## Evaluation

This policy will be reviewed as part of the school's three year cycle, or as required due to changes in relevant Acts, or should situations arise that require earlier consideration.