



WORKING WITH CHILDREN CHECK POLICY AND PROCEDURE

Aim

The Working with Children Check (WWCC) 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). The intent of this procedure is to outline which positions at the School require a WWCC and the process to be followed. This procedure applies to all positions at The School including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

Definitions

Child: a person who is under the age of 18 years.

Student: any child who is enrolled at the School

What is the WWCC?

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

When is a WWCC required?

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

- involve contact with children in connection with our school
- the contact happens on a regular (everyday) basis;
- involve direct contact with children and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

What is the application process?

The candidate must complete a Working with Children Check application form. Application is online and completed at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation', candidates MUST ensure they state Baxter Primary School to enable our organisation to receive relevant updates from the Justice Department.

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWCC card 2-3 weeks later. Baxter Primary School will also receive official notification to be kept on file.

Further information about the application process is available on the [Department of Justice webpage](#).

What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWCC and cannot undertake 'child-related work' or work in the School

When can the candidate commence?

Commencement in The School is conditional upon receipt of a successful Assessment Notice or WWCC

Any queries should be directed to the Principal.

Who pays for the WWCC?

Candidates who are required to undergo a WWCC as a condition of working in the School will not be able to receive reimbursement for the cost from The School.

Responsibilities

The School must:

- 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 WWCC before commencement;
- check the card's validity on the [Department of Justice webpage](#);
- have an official copy of the WWCC and with details updated on the school register
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWCC

The staff member or volunteer must:

- have a current WWCC, linked to the school, prior to commencement or volunteering
- 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 WWCC before their card expires.

What is the difference between a WWCC and a police records check?

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWCC is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWCC. Broadly, the WWCC considers serious sexual and violent drug offences.

A staff member or volunteer is required to undertake a WWCC even if they have already completed a police records check.

School Register Maintenance

The School keep a register of all staff and visitors WWCC.

Only official notifications from the Department of Justice will be accepted.

The registers will be reviewed and updated at the commencement of each term.

The register will be placed on the admin and curriculum network for staff to check for the purpose of excursions.