



# Bungaree Primary School Working With Children Policy

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## **Purpose**

To minimise risk of harm to students by requiring staff and volunteers of Bungaree Primary School, and to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy.

## **Implementation**

### *School Staff*

- Bungaree Primary School will assess and verify the suitability of staff who will work with children. Unless an exemption applies to a person, a valid Working With Children Check (WWC Check) is the minimum standard for all adults working with children. If a volunteer's occupation exempts them from the requirement to have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption (such as valid Victorian Institute of Teaching Registration).
- It is the responsibility of the Principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the Principal must be satisfied that the person meets the required Department of Education & Training suitability for employment checks.
- To maintain high standards of conduct and professionalism in our school, Bungaree Primary School will ensure that the Department's procedures for criminal record checks are implemented.
- Bungaree Primary School will adhere to the Department procedures for the conduct of criminal records checks for all school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWC Checks to meet the Department's pre-employment suitability for employment requirements.

### *Volunteers*

- WWC Checks are required by all volunteers who will be working with students for school activities whether or not supervised by a teacher and whether or not the activity is on school grounds or during school hours. For example, a volunteer who is assisting at a school camp or any other approved school activity outside of school grounds will require a WWC Check.
- A volunteer can commence work at Bungaree Primary School when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice and have otherwise been considered by the school to be suitable.

### *Working With Children Check*

- The WWC Check is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis. It checks for serious sexual, violent and drug-related offences as well as disciplinary findings of professional agencies such as the Victorian Institute of Teaching.
- To be a volunteer at Bungaree Primary School, a valid Working with Children Card provided by the Department of Justice is required. This card is:
  - valid for five years
  - transferable between volunteer organisations
  - free of charge for volunteers, but cannot be used for paid employment.

Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

### *Record Management*

- A copy of the staff member or volunteer's WWC Check or VIT Registration will be kept on the file at the school.
- Bungaree Primary School will implement procedures to ensure staff members and volunteers hold a valid WWC Check card or VIT Registration; at a minimum annually at the commencement of the school year.
- It is the responsibility of the staff member or volunteer to:
  - provide the school with the successful WWC Check card prior to commencement

- notify the Principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWC Check has been suspended
- apply for a new WWC Check or renew VIT Registration before their card expires.

### **Privacy**

The Principal and school will apply privacy principles when collecting, using, retaining or disposing of personal or health information in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

### **Exemptions**

The *Working with Children Act* identifies categories of individuals who are exempted from the requirement to have a WWC Check. Bungaree Primary School reserves the right to nevertheless require a WWC Check if the Principal considers it necessary in the circumstances.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle or more often if necessary due to changes in legislation or circumstances.