

## **WORKING WITH CHILDREN POLICY**

### **Rationale**

All Victorian Schools are obliged under the Working with Children Act, Victoria 2005, to provide a safe environment for students by ensuring those who work with children have no relevant criminal records for conviction, findings of guilt, pending charges and offences, or professional disciplinary records. The WWCC is administered by the Department of Justice.

### **Goals**

Consequently, in conjunction with Catholic Education Commission Victoria (CECV) policy:

- All Catholic school employees and contractors (other than qualified teaching staff, who are exempt) are required to have a Working with Children Check (WWCC)
- All volunteers will be required to obtain a Working with Children Check (WWCC) as per regulations.

### **Implementation**

#### **School Volunteers**

- A WWCC will be required for all volunteers who assist St Stephen's School as committee members for P&F Association and School Advisory Board. A WWCC will be required for all volunteers who assist as a helper in the school community. For example: classroom helper, volunteers for excursions and camps etc.
- If a parent, parish volunteer or contractor assists or works in the school on an irregular basis (eg less than five days), then he/she may be able to do so without a WWCC given approval of the school principal or delegate.

## **School Employees**

- All qualified teaching staff are exempt from the WWCC because they have already undergone National Criminal Record Checks to obtain teacher registration with the Victorian Institute of Teaching.
- All other staff employed by St Stephen's School must undertake the WWCC. i.e teacher aides and school officers.
- Any employed contractor (e.g. trades people like builders, electricians, plumbers etc) who is likely to be on school property more than five days of the school year will also be required to obtain a WWCC.
- Any educator or instructor employed by the school or by parents privately to provide a service to its students on school property must also obtain a WWCC, unless they are a qualified teacher and/or registered with the Victorian Institute of Teaching.
- There is a process to monitor visitors on the premises through a "Sign in Register" at the school office. This register will also identify if the visitor has a WWCC.

**Evaluation:** As part of the School Improvement Plan

**Staff Members Involved:** All staff

**Last Reviewed** 2017

**Next Review** 2020