

Working with Children Policy -2017

Avondale Primary School



Commitment to Child Safety

Avondale Primary School is committed to safety and wellbeing of all children. This will be the primary focus of our care and decision making. Avondale Primary School has zero tolerance for child abuse.

Avondale Primary School is committed to providing a child safe environment where children and young people are safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and / or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Avondale Primary School has a responsibility to understand the important and specific role he/ she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Introduction:

This is a policy statement and guide for people associated with Avondale Primary School. It provides both guidance and advice regarding the Working with Children Check and is based upon Department recommendations.

Rationale:

The Working with Children Checks (WCC) policy assists Avondale Primary School in the protection of students from physical and sexual harm. The policy provides guidance in maintaining a safe environment by requiring any person engaged in child-related work (paid or unpaid) is compliant with the *Working with Children Act 2005*.

Aims:

- To ensure children under our care are protected from people who may cause physical or sexual harm
- To ensure all people (volunteers, employees, visitors) who are engaged in 'child related work' and are required to have Working with Children Checks, do so
- To ensure that our school complies with the relevant Acts and laws (Working with Children Act 2005)
- To minimise the risks of reasonable foreseeable to harm to students by adult volunteers and visitors to the school, including contractors

Definition

Child related work

- *involves an adult working with an individual under 18 years (both paid and unpaid work);*
- *having direct contact with children (physical, fact-to-face, written, oral or electronic contact) and;*
- *is a usual part of the person's duties (and is not occasional or incidental to their work).*

Child connected work

- *authorised work by the principal, School Council or Department*
- *performed by an adult in a school environment (including online and on campus) where children are present or reasonably expected to be present*

Working with Children Checks

- Valid for 5 years
- Transferrable between jobs or volunteer organisations.
- Required for anyone engaging in 'child related work' regardless of whether contact with a child is supervised by another person or not. This means even if a volunteer or visitor is supervised by a teacher they must still have (and provide evidence of) a WWC Check or unless the person involved qualifies for an exemption
- There are no fees for Volunteer WWC, however people doing paid child-related work must apply for an Employee Check and pay the application fee (\$121.40).

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- Individuals with a Volunteer Check who intend to do paid child-related work must apply for an Employee Check
- Advice: Under the section marked 'Details of Organisation', applicants must ensure they state Avondale Primary School.

Implementation:

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 Suitability for Employment Checks.

See Suitability for Employment Policy:

www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf

- Avondale Primary School will maintain a record of volunteers and contractors with up to date WWC Checks so that it is not necessary to produce the WWC on every occasion. The Workplace Manager (Principal / Assistant Principal) will check records of volunteers and contractors kept in the General Office annually and before works commence.
- WWC Check applicants need to complete an online 'Application for WWC Check' form at www.justice.vic.gov.au/workingwithchildren before going to a participating Australia Post outlet with proof of identity documents to lodge the application. This can be done using one of the school computer kiosks in Building 1.
- The WWC Check Card is expected to be displayed on their person at all practicable times when working or volunteering at the school or during school related activities if they are not a regular visitor to the school.
- Parent Helpers/ volunteers will also need to attend an OHS induction session prior to assisting at the school. There are run at the end of each term.

Compulsory WWC Checks

- All ES staff employed at Avondale Primary School
- Tradespeople /contractors working at a school on a regular basis during school time e.g. maintenance workers, IT technicians
- Parents and volunteers engaging in work as a volunteer including classroom support and changing of home readers, fundraising activities and canteen helpers
- Parents and volunteers who coach and/or support sports teams
- Parents and volunteers attending school camps
- Parents and volunteers attending excursions
- Other volunteers engaged in 'child-related work' either paid or unpaid

NOTE: *Parents are legally exempt from the requirement to hold a Working With Children Check when volunteering in an activity in which their child normally participates, however in an attempt to embed a child safe culture, Avondale Primary School require all adults engaged in 'child related work' or repeated 'child connected work' to hold a current Working With Children Check from 2019.*

Relevant exemptions:

- Department employees who are registered teachers under the Victorian Institute of Teaching (VIT) Act 2001 employed at Avondale Primary School, as they undergo regular criminal records checks through the VIT.
- Tradespeople contracted to complete a specific project not related to or involving working with children do not require a working with children check but are subject to all other OHS Contractor Management procedures and are supervised by the Workplace Manager (Principal / Assistant Principal).
- People under the age of 18 years

Note: *Avondale Primary School will consider other activities such as visiting artists on a case-by-case basis.*

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Avondale Primary School Suitability checks

Work category	Activities	Suitability check requirements
Child related	<ul style="list-style-type: none"> - Changing home readers and listening to children read - Classroom support e.g., literacy and numeracy activities - Canteen assistant - Attendance on excursions - Attendance at swimming program - Instrumental music program teachers - Sporting activities coaches - Out of Hours School Care attendant 	<p>Working With Children Check required</p> <p>Other suitability checks may be required including:</p> <ul style="list-style-type: none"> - proof of personal identity - proof of professional qualifications - history of working with children - reference checks
Child connected	<ul style="list-style-type: none"> - Fundraising activities - Working bee - Parents and Friends Association 	<p>Working with Children check required where the visitor/ volunteer will regularly be present at the school</p>

Evaluation: This policy is to be reviewed as part of the school's review cycle.

Further information can be located at: <http://www.workingwithchildren.vic.gov.au/utility/home/>