

Working With Children Policy Brighton Primary School 1542

Brighton Primary School must establish and implement policies to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check Brighton Primary School may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. Brighton Primary School covers the cost of the criminal record check.

Definition

A volunteer school worker is a person who without payment or reward voluntarily engages in:

- school council functions
- activities for the welfare of the school at the request of the principal or school council
- school work
- attends state or regional meetings.

Commencing volunteering

A volunteer can commence work at Brighton Primary School when the WWCC has been presented at the office, photocopied and placed on file for the school records.

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.

To be a volunteer at Brighton Primary School a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

For more information see <http://www.workingwithchildren.vic.gov.au/>

This policy was last ratified by School Council August, 2014

To be reviewed 2017