

Working with Children Policy

Brighton Primary School

1542

Purpose

To ensure volunteers approved to work with children meet legal requirements

Brighton Primary School requires all volunteers to provide evidence of their suitability. This evidence is generally a Working With Children Check (WWCC); 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.

The WWCC 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 Check 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.

Definition of a volunteer

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.

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

Implementation

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

For information on how to obtain a WWCC visit <http://www.workingwithchildren.vic.gov.au/>

Related policies. Visitors Policy, Child Safe Standards Policy

For more information.

<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>

This policy was last ratified by School Council in 2017

To be reviewed 2020