



Child Safety:

Working with Children Checks Policy

Date Approved by Committee of Management:	18/01/2023
Date for Review:	18/01/2026

PURPOSE

The Working with Children Check (WWCC) assists in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them are subject to a screening process.

SCOPE

This policy applies to the whole school community in supporting safe environments for all children and young people.

POLICY STATEMENT

At Beechworth Montessori, a WWCC is required for any person, volunteer or paid, who engages with students in any school related/approved activity.

If a volunteers occupation exempts them from the requirement to also have a WWCC (eg. Police officer, teachers) they must provide evidence to support their claim to an exemption.

PROCEDURE

This policy applies to the whole school community in supporting safe environments for all children and young people.

- To obtain a WWCC an application form must be completed. The application form is available online <http://www.workingwithchildren.vic.gov.au/home/>
- The requirement for a WWCC does not apply to people who are under the age of 18, or are a Victoria Police officer or Australian Federal Police (AFP) officer. Teachers and early childhood teachers who are registered with the Victorian Institute of Teaching (VIT) must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside of their teaching in a school or early childhood service, regardless of whether it is paid or voluntary work. If a teacher's VIT registration is suspended or cancelled, WWCCV may notify the relevant organisations that the teacher exemption no longer applies. A registered teacher who does child-related work – other than teaching in a school or early childhood service – must notify WWCCV of this work by completing a teacher notification form. <https://service.vic.gov.au/services/teachers-notifications/>
- This policy will be communicated to the school community periodically through the school newsletter and/or the school website.
- The school will keep a register listing the relevant details of those people who have obtained a WWCC so that it will not be necessary to produce the Check on every occasion. This register will be maintained by the administration staff. The WWCC register will be updated on an ongoing basis and distributed to room Directors.
- Selection and appointment processes for staff and volunteers require submission of evidence and active assurance of VIT registration or WWCC prior to engagement.
- Expiry dates of WWCC's are checked regularly and persons reminded if a Check needs renewal. For VIT registrations, this is undertaken in September each year (when registrations are renewed).
- Administration officers, and staff must ensure that volunteers sign into the school.

DEFINITIONS

For the purposes of the Working with Children Act 2005:

- **Children** are those under the age of 18 years
- **Child related work** is work involved in one of the occupational fields listed in the Act, and that "usually involves direct contact with a child and that contact is not directly supervised by another person."
Note: "Work is not child-related work by reason only of occasional direct contact with children that is incidental to the work."
- **Direct contact** is any contact between a person and a child that involves:
 - physical contact, or
 - face to face oral communication
- **Direct supervision** is supervision of a person's contact with children rather than of their work in general. Supervising another person's contact with children must be personal and immediate but can include a brief absence such as taking a telephone call in another room.

RELATED DOCUMENTATION

This policy should be read in conjunction with the other Policies and resources concerned with Child Safety:

- Child Safe Environment Policy (which includes Failure to Protect, Mandatory Reporting, Failure to Disclose, Grooming and Reportable Conduct Scheme)
- Code of Conduct for staff and volunteers

REFERENCES

- Working With Children Act (Vic) 2005

- Worker Screening Act (2020)