



Osborne Primary School

WORKING WITH CHILDREN CHECK POLICY AND PROCEDURES

Preamble

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

The intent of this procedure is to outline which positions at the School require a WWC check and the process to be followed.

This procedure applies to all positions at The School including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

Definitions

Child: a person who is under the age of 18 years.

Student: any child who is enrolled at the School

What is the WWC check?

The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

When is a WWC check required?

A WWC check is required for positions that meet all of the following criteria:

- involve contact with children in connection with our school,
- the contact happens on a regular (everyday) basis;
- involve direct contact with children,
- direct contact includes oral, written or electronic communication as well as face-to-face and physical contact.
- the position does not qualify for an exemption as listed under the act.

What is the application process?

The candidate must complete a Working with Children Check application form. The forms are available online at <http://www.workingwithchildren.vic.gov.au/>.

Under the section marked 'Details of Organisation', candidates should ensure they state Osborne Primary School

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

Further information about the application process is available on the [Department of Justice webpage](#).

What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake 'child-related work' or work in Osborne Primary School

When can the candidate commence?

Commencement in Osborne Primary School is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Who pays for the WWC check?

Candidates who are required to undergo a WWC check as a condition of working in the Osborne Primary School will not be able to receive reimbursement for the cost from Osborne Primary School.

There is no cost for "Volunteer" Working With Children Check.

Responsibilities

The School must:

- identify all staff who require a Working with Children check;
- ensure existing staff, volunteers and contractors are informed of the requirement to undergo the check;
- ensure prospective staff and volunteers have passed a WWC check before commencement;
- check the card's validity on the [Department of Justice webpage](#);
- have a photocopy of the WWC card and with details updated on the school register (if individual is a staff member, copy to be kept on the staff member's personnel file)
- ensure suitable monitoring procedures are in place to ensure staff members, contractors and volunteers hold a valid WWC check card at all times.

The staff member, volunteer or contractor must:

- provide the successful WWC check card prior to commencement at Osborne Primary School
- notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence.
- apply for a new WWC check before their card expires. .

FLOWCHART for WORKING WITH CHILDREN CHECKS

Request Working
With Children
Check
(WWCC)

**NB: It is mandatory that
All volunteers Education Support
Staff and Contractors
hold current
Working with Children Checks.**

Check that the card is
current and the photo is
of the volunteer/staff.
If card is current - green
If card is not current - red

Does not
hold
WWCC.

Cannot commence
employment at Osborne
Primary School

Direct the
volunteer/contractor to the
website for an application
form

Instruct the
volunteer/contractor to lodge
the completed form at the Post
Office.

Inform the
volunteer/contractor to bring
the WWCC to the office
when they have received it.

Business Manager has primary
responsibility for checking and processing
WWCCs.

All Administration staff are also
responsible for fully implementing this
process in the event of the Business
Manager's absence or at the instruction of

Current WWCC
Card is provided.

Photocopy
card

File photocopy
alphabetically in
WWCC folder in
office

Add all the details on the WWCC Register.

**Copies to be kept in both electronic and hard
copy as per the Staff Registers Procedure.**