



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 contact with children,
- 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. .

A staff member, contractor or volunteer is required to undertake a WWCC check even if they have already completed a police records check.

Related Procedures

- [Police Records Check Procedure](#)

Related Documents

- [Working with Children Act 2005 \(Vic\)](#)
- Amendments to the Working with Children Act 2005 came into effect on 1 August 2017

Further information is available from the [Department of Justice Working with Children webpage](#) or the Working with Children information line on 1300 652 879

School Register

Osborne Primary School will take a copy of each WWCC and file in the WWCC Folder in the General Office.

The register will be placed on the admin network at U:WWCC/WWCC Register

Approval Authority (Signature & Date)	School Council President Mrs J Denman	Date	24 August 2017
Review Date	2020		
This policy was last ratified by School Council in September 2014			

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.

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.

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.

Can not 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