



PORT MELBOURNE PRIMARY SCHOOL NO 2932

POLICY STATEMENT FOR WORKING WITH CHILDREN CHECKS

1. PURPOSE

- (i) To ensure children under our care are appropriately protected.
- (ii) To ensure that all people engaged in 'child related work' (as defined in this policy) with our students have a valid Working with Children Check.
- (iii) To ensure that our school complies with current and relevant Acts and Laws.

2. IMPLEMENTATION

- i. You are considered to be performing 'child related work' if you:
 - a. work or volunteer at a school or participate in school related activities, and
 - b. have direct contact with children under 18yrs of age which is unsupervised by a teacher.
- ii. You are not required to have a Working with Children Check if you:
 - a. are a member of the teaching staff who are registered with the Victorian Institute of Teaching (VIT) which satisfies Working with Children check requirements
 - b. are a parent/carer who volunteers in relation to an activity in which your child ordinarily participates (e.g. classroom reading) in the presence, or under the direct supervision, of a member of the teaching staff who is registered with the Victorian Institute of Teaching which satisfies Working with Children check requirements.
- iii. Port Melbourne Primary School does not pay for Working with Children Checks. Working with Children Checks are free to volunteers.
- iv. All people who are required to have a Working with Children Check are issued a WWC Check Card which is expected to be displayed on their person at all practicable times when working or volunteering at the school or during school related activities.
- v. Port Melbourne Primary School will maintain a secure record of volunteers with up to date WWC Checks and a copy of their WWC cards.
- vi. Port Melbourne Primary School requires that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, school sporting teams, etc. all have Working with Children Checks.
- vii. The Principal will consider other activities such as incursions on a case-by-case basis.

3. EVALUATION

This policy will be reviewed as part of the school's four-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

REFERENCES

<http://www.workingwithchildren.vic.gov.au/> Working with Children