

## Working With Children Policy

Status: Review June 2015  
Education Sub-Committee

### Rationale:

It is Rolling Hills Primary School's responsibility to ensure any person whose duties are considered to be engaged in 'child-related work' [paid or unpaid] at this school are compliant with the Working With Children (WWC) Act.

### Aims:

- To ensure all staff and volunteers of Rolling Hills Primary School are compliant with The WWC Act.
- To ensure the safety and well being of all Rolling Hills Primary School students

### Guidelines

- Rolling Hills PS will follow guidelines set out by DET:  
<http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>
- Volunteers are undertaking "child-related work" if:
  - you are doing paid or unpaid [volunteer] work
  - your work involves contact with children and is in connection with one of the 20 occupational fields listed in the Act, and
  - your work usually involves, or is likely to involve, regular and/or direct contact with a child, where that contact may not directly supervised by another person.
- A Volunteer WWC check cannot be used for paid "child-related work", whereas an Employee WWC check can be used for both paid and volunteer "child-related work".
- You can start or continue "child-related work" once you have lodged your application. You will need to show your receipt to the Rolling Hills PS office as proof you have applied for a WWC Check.
- As WWC check is different to a police records check. You will still need to apply for a WWC check even if you have already had a police records check.
- Rolling Hills PS is bound by Victorian Privacy Laws.
- Any staff member registered with the Victorian Institute of Teaching [VIT] is exempt from requiring a WWC check.
- Any staff member registered with VIT must provide a current copy of current registration on renewal.
- Any staff member registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- All current ESS staff employed to undertake work at RHPS must have a WWC check prior to commencement.

### Implementation:

- Any costs associated with obtaining a WWC check by either an employee or volunteer will not be the responsibility of Rolling Hills Primary School
- Those needing a WWC Check can obtain an Application Guide and Form from a participating Australia Post outlet – [www.auspost.com.au](http://www.auspost.com.au) or start the process online at:  
<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>
- A register of people holding current WWC checks is kept at the Rolling Hills PS office.
- It is the classroom teacher's responsibility to ensure any parent/guardian attending an excursion or camp has a current WWC check and a copy has been recorded in the WWC register.

### Evaluation:

The Working With Children Policy shall be reviewed annually with a major review undertaken every 3 years by the Education Sub-Committee of School Council or as needed.

### References:

- [www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx](http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx)
- [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)
- Refer to the Excursion Planning Proforma  
<https://online.justice.vic.gov.au/wwccu/>