



WORKING WITH CHILDREN CHECK POLICY FOR VOLUNTEERS AND VISITORS

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 require a WWC check and the process to be followed. There will be a staged implementation period in 2018/2019 to administer the EEPS Policy.

Definitions

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

Student - any child who is enrolled at Eltham East Primary 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 at Eltham East Primary School

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

- involves contact with children connected with Eltham East Primary School

What is the application process?

The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation', candidates should ensure they state Eltham East 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 volunteer in 'child-related work' at Eltham East Primary School.

When can the candidate commence in a volunteer role?

Commencement at Eltham East 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?

The Volunteer WWC is free for all volunteers.

Responsibilities

The School must:

- ensure existing volunteers are informed of the requirement to undergo the check;
- ensure all 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
- ensure suitable monitoring procedures are in place to ensure volunteers hold a valid WWC check card at all times.

The volunteer must:

- provide the successful WWC check card prior to commencement
- 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.

What is the difference between a WWC Check and a police records check?

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.

A volunteer is required to undertake a WWC check even if they have already completed a police records check.

Related Procedures

[Police Records Check Procedure](#)

Working with Children and Suitability Checks – employees [Suitability for Employment](#).

Related Documents/Policies

- [Working with Children Act 2005 \(Vic\)](#)

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

- Volunteers Policy
- Visitors Policy

School Register

The Business Manager will take a copy of each WWCC.

Revision dates	Version number	Summary of changes
December 2018	1.0	