

# **Wandong Primary School – WORKING WITH CHILDREN’S CHECK POLICY**

**For period: October 2017 - October 2020**

## **Rationale:**

To provide a safe environment for all students at school

## **Aims:**

- To follow a clear and transparent process to ensure all visitors meet legal requirements.
- Ensure all Education Support Staff have a current and valid Working with Children’s Check (WWCC) with an employee status

## **Implementation**

- All parents will be informed about the requirements around obtaining a WWCC upon their child’s enrolment at the school.
- All Education Support Staff will be informed about the requirements around obtaining a WWCC upon employment.
- Parents will be requested to complete the relevant on-line form (located at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)), print it and take it to the post office for processing.
- Parents will receive an email from the Department of Justice and Regulation regarding their status within three weeks.
- Parents must attend a classroom information session with the Principal, or nominee, to be eligible to participate as a classroom helper.
- Parents must attend a camps and excursion information session with the Principal, or nominee, to be eligible to participate as a helper on camps and excursions.
- Parents will only be eligible once their status has been verified by office staff sighting the parent’s WWCC card.
- WWCC information will be stored in the business manager’s office in the WWCC folder. Information will be stored in expiry year sections with an updated summary.
- Prior to the expiry of a WWCC, the Business Manager will send a photocopy of the current WWCC with a covering letter to the parent/guardian to remind them to apply for a new card.

## **Camps & Excursions:**

- A copy of the WWCC register will be issued upon request of the excursion or camp organiser.
- Staff will be advised to use this list when selecting parent helpers for in class activities, school excursions and school camps.
- A copy of the register will also contain information regarding who has attended any of the information sessions provided by the Principal.

## **CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the 23<sup>rd</sup> October 2017