

# Flemington Primary School

## Working With Children Check

### Policy



#### 1. PURPOSE AND RATIONALE:

To ensure Flemington Primary School effectively manages all Volunteers assisting at the School or on School related activities.

#### 2. POLICY STATEMENT:

- To ensure children under the School's care are protected from being exposed to inappropriate people.
- To ensure all volunteers and other people engaged in **child related work** with our students have a valid **Working with Children Check** and the School otherwise complies with the *Working with Children Act 2005*.
- To provide an environment that is safe and secure.

#### 3. DEFINITIONS:

- **Volunteer** – a person associated with the school community, such as a student's parent or carer, who freely assists in a school related activity.
- **Child related work** - you are considered to be performing child related work if you work or volunteer at a school or school related activities, you volunteer or do this work on a regular basis and you have direct contact with children under 18 years of age which is unsupervised.
- **Working with Children Check** - means a working with children check conducted by the Department of Justice.

#### 4. ACTION GUIDELINES:

- School Council requires that all Volunteers doing **child related work** or directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present (rare), extra-curricular activities (e.g. school sporting events) all must have a valid **Working with Children Check**.
- All people required to have a **Working with Children Check** will present their valid Working with Children Check card to School office staff who will photocopy the card and add that person's name to the school's register of 'approved volunteers' and record the expiry date of the **Working with Children Check**.
- Only Volunteers on the school register are able to work or volunteer at the School or during School related activities. The Principal on behalf of School Council will consider other activities that will require Volunteers to have a **Working with Children Check** such as incursions on a case-by-case basis.
- The School will inform Volunteers of the need to have a **Working with Children Check**.

- A Volunteer can commence child related work in the School when they provide a receipt as proof they have applied for a **Working with Children Check**.

## 5. MONITORING, REPORTING AND REVIEW:

The register will be regularly checked to identify whether any Working with Children Checks have expired and staff will request to see an updated Working with Children Check from a relevant volunteer if this is the case.

## 6. RELATED POLICIES:

- Child Safe Standards Policy
- Mandatory Reporting Policy

## 7. REFERENCES:

- Volunteer Checks  
<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>
- Human Resources  
<http://www.education.vic.gov.au/school/principals/spag/hr/pages/hr.aspx>
- DET Suitability for Employment Checks  
<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

## 8. REVISION HISTORY:

This policy was ratified by School Council in on **July 1<sup>st</sup>, 2017**.

It will be reviewed as determined by School Council or every 3 years.