

# Flemington Primary School

## Working With Children Check for Volunteers Policy



### 1. PURPOSE AND RATIONALE:

Flemington Primary School (FPS) recognises the valuable contribution that Volunteers make to its community. The Working with Children Check (WWCC) for Volunteers Policy seeks to ensure the School manages these Volunteers assisting at the School or in School related activities in accordance with the legal requirements. It is a legal requirement that, unless they qualify for an exemption, any adult working with children has an up to date WWCC as a safeguard for students with whom they are interacting.

### 2. POLICY STATEMENT:

This policy sets out the requirement for Volunteers to have a WWCC (or equivalent check where appropriate) and to provide evidence of having successfully passed a WWCC by presenting a current WWCC card to the School office prior to engaging in volunteer work with children at the School.

This process allows the School to verify the suitability of Volunteers who will work with children and assists it to ensure the safety of children in its care.

### 3. DEFINITIONS:

- **Volunteer** – a person associated with the School community, such as a student's Parent/carers, who freely assists in a School related activity such as School council functions, extra-curricular activities such as excursions and sporting events.
- **Child related work** - you are considered to be performing child related work if you work or volunteer at a School or School related activities, and you have direct contact with children under 18 years of age which may (although not always) be unsupervised.
- **Working with Children Check** or **WWCC** - means a check administered by the Department of Justice & Regulation pursuant to the Working with Children Act 2005. Once the WWC is complete and an applicant has passed the assessment, they are issued with a Working with Children Card by the Department of Justice & Regulation that is valid for 5 years. There is no charge for volunteers applying for a WWC Check (see Section 7 / References).

### 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) and classroom activities must, unless they qualify for an exemption, have a valid WWCC.
- All people required to have a WWCC will present their valid WWCC card to the 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 WWCC.

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- If a Volunteer's occupation exempts them from the requirement to also have a WWCC e.g. police officers, VIT registered teachers, they must provide evidence to support their claim to an exemption.
- If a Volunteer is a Parent/carer volunteering in an activity in which their child participates or normally participates, that Volunteer is exempt and does not need a WWCC. If the Volunteer is closely related to a child in their child- related work, they are also exempt from the WWCC. "Closely related" means that they are a parent, spouse or domestic partner, step- parent, grandparent, uncle or aunt, brother or sister, including half siblings, step siblings, brother- in-law or sister- in- law.
- Only Volunteers on the School register are able to work or volunteer at the School undertaking activities where they are in direct contact with children. The Principal on behalf of School Council will consider other activities that will require Volunteers to have a WWCC on a case-by-case basis.
- The School will inform Volunteers of the need to have a WWCC.
- **FPS encourages all members of the school community wishing to volunteer to apply for a WWCC notwithstanding that an exemption may apply in certain circumstances.** This will help ensure that the School meets its legal obligations (including providing operational flexibility, such as enabling parent volunteers to work with a small group of students that may not include their own child), as well as help avoid any confusion and a situation where a willing volunteer is unable to assist because they do not have a WWCC.
- A Volunteer can commence child related work at the School when they provide a receipt as proof they have applied for a WWCC.

## 5. MONITORING, REPORTING AND REVIEW:

The School's WWCC register will be regularly checked to identify if any volunteer WWCC registrations have expired and the School staff will request to see an updated WWCC card from a relevant Volunteer if this is the case.

The School expects volunteers to ensure they renew their WWCC card upon expiry and maintain a valid WWCC card.

All registers of volunteers and personal details collected as part of this policy will be stored and managed by the School in accordance with appropriate record management policies and privacy requirements.

## 6. RELATED POLICIES:

- Child Safe Standards Policy
- Mandatory Reporting Policy
- Visitor 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>

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

## 8. REVISION HISTORY:

This policy was ratified by School Council on August 27th, 2020.

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