



Working With Children Policy



Rationale

The introduction of the Working with Children legislation is intended to promote safety of children within the community whilst they are undertaking educational and recreational activities. This policy outlines the school's approach to complying with these requirements.

Aim

To provide a safe environment for students at Footscray West Primary School
To ensure that school staff, parents, relatives, visitors and volunteers comply with the Working with Children legislation.

Definitions

Staff - Any person (full-time, part-time or casual) working at the school in the capacity of a paid employee. This includes teaching, educational support, and administration staff.

Parent - The parent or identified guardian of a child registered at Footscray West Primary School. This may include step-parents or carers allocated by the Department of Human Services.

Relative - Any relative (direct or in-law) of a student enrolled at Footscray West Primary School.

Visitor - Any visitor to the school including contractors conducting works, persons conducting incursions or invited guests at the school. (see Visitors Policy)

Volunteer - An adult who offers services for school activities, but receives no remuneration from the school for the services provided. This may include parents, guardians, relatives of a student and community members.

Implementation

Guidelines for Compliance with Working with Children Check

General Guidelines

Contact with children includes

- Physical presence i.e. being in the same environment as/personally interacting with the child
- Verbal contact whether by phone or in person or
- Electronic communication such as email or text messaging.

Staff:

Teachers

Teaching staff must be registered with the Victorian Institute of Teaching (VIT) and have a current Police Check as part of that registration.

Educational Support and Administration Staff

A current Working with Children identification card is required.

Copies of the cards will be filed in the business manager's office and an electronic register kept and maintained specifying the expiration date of the card.

Pre-service Teachers

A current Working with Children identification card is required.

Copies of the cards will be filed in the Assistant Principal's office together with the paperwork from the university.

Parents / Relative

Parents of children currently enrolled at and attending the school may undertake volunteer work without having a Working With Children check. This includes, but is not limited to, umpiring sport events, assistance with classroom activities (even if their child is not in that class) and volunteering in the school, provided they are not left alone to supervise students other than their own children. An exception to this is attendance at camps or excursions.

The school does however require that the Classroom Helpers Program, conducted by senior staff and the Primary Welfare Officer be undertaken.

Visitor

Visiting teachers

Are registered with the Victorian Institute of Teaching (VIT) and have a current Police Check as part of that registration.

SSSO

Are required to have a Working with Children check and details are kept at their base school

Speech Therapists

Are required to have a Working with Children check and details are kept by their employing body

Where necessary, visitors (paid or voluntary) will have an appropriate and valid working with Children Check (as per Working with Children Act 2005).

Volunteers

Volunteers will usually be parents or relatives of children at the school and therefore will be covered by the above requirements.

Members of the community who undertake a volunteer role must complete the Working with Children check prior to undertaking any volunteer activities.

School Camp/Overnight Stays/Excursions

All staff, volunteers and parents attending a school camp, overnight trip/stay or excursion must have a Working with Children check and a copy of the card must be on file at the school. **There are no exceptions.**

How to Apply for a *Working with Children* Check

- Applications can be completed on line at <http://www.workingwithchildren.vic.gov.au/>
- Applications should then be lodged at a participating Australia Post Outlet
- Have the form signed to confirm that you will be undertaking child related work
- Collect 100 points of identifying information
- Lodge the application; photos will be taken at the time of lodging the application
- Provide the receipt of application to the School Principal as evidence of your application. The receipt for application is acceptable whilst an application is being processed however the card should be shown as soon as it is received.

Confirming the *Working with Children* Check

Volunteers who are required to have the Working with Children check must provide their receipt of application for the Working with Children Check to the school prior to commencement. A copy of this will be taken and kept on file.

The Working with Children card should be presented to the school within 2 months of the application being made.

If the Working with Children Card is not presented within this time they may be required to cease their role until the check is confirmed.

Evaluation:

- This policy will be reviewed as part of the school's four- year review cycle

This policy was last ratified by School Council in....

July 2015