

WORKING WITH CHILDREN CHECK (WWCC)

POLICY

Ripponlea Primary School (RPS) welcomes visitors such as parent and guardian helpers to support school programs and activities whilst taking appropriate measures to ensure the safety of students.

PURPOSE

A Working With Children Check (WWCC) is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.

The purpose of the 'Working with Children Check' Policy is to:

- comply with Department of Education and Training (DET) principles and legislation to ensure the safety and privacy of all students, staff, parents, guardians and volunteers;
- ensure as much as possible the safety of all students participating in school activities;
- ensure as much as possible that parents, guardians and staff are confident that all reasonable steps have been undertaken to secure the safety of students participating in school activities;
- ensure Visitors approved to work with students meet legal requirements.

DEFINITION

"Visitors" are described in the RPS Visitors to School Policy. Visitors typically include parent and community volunteers; invited speakers, sessional instructors; representatives of community, business and service groups; local members of State and Commonwealth Parliaments.

IMPLEMENTATION

1. All Visitors to RPS will comply with the RPS Visitors to School Policy.
2. All Visitors who are working with students (not including school community social functions where it is expected students will be under parental supervision) are expected to complete a Working With Children Check (WWCC) a must hold a current WWCC card with RPS nominated as the organisation they are working with. (Official confirmation from the Department of Justice that the WWCC card is forthcoming will suffice until the card arrives).
3. All Visitors to RPS must provide the confirmation or WWCC card to RPS office staff (to make copies) before being permitted to work with any students.
4. RPS will maintain a register listing the relevant details of those people who have obtained a WWCC card so that it will not be necessary to produce the WWCC card on every occasion. This register will be maintained by RPS and will be updated with new WWCC card details on an ongoing basis.
5. The staff member responsible for the relevant school program or activity is responsible for checking that all Visitors have completed a WWCC and have a current WWCC card.
6. Holders of a current Victorian Institute of Teaching (VIT) membership or serving members of the Victorian Police do not require a WWCC but must provide their relevant documentation to RPS office staff to be recorded.

7. Regular and systematic checks will be conducted by RPS office staff as nominated by the Principal.

REFERENCES:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>

RELATED POLICIES:

- Privacy Policy
- Mandatory Reporting Policy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Camps and Excursions Policy
- Special Religious Instruction Policy
- Visitors to School

RELATED LEGISLATION

- *Working with Children Act 2005 (Vic)*

Ratified by School Council: 19 June 2017
Next review date: June 2020