

Working With Children Check Policy

Rationale

All Victorian Schools are obliged under the Working with Children Act, Victoria 2005, to provide a safe environment for students by ensuring those who work with children have no relevant criminal records for conviction, findings of guilt, pending charges and offences, or professional disciplinary records. The Working With Children Check(WWCC) is administered by the Department of Justice.

Goals

Consequently, in conjunction with Catholic Education Commission Victoria (CECV) policy:

- All Catholic school employees and contractors (other than qualified teaching staff, who are exempt) are required to have a Working with Children Check (WWCC)
- All volunteers will be required to obtain a Working with Children Check (WWCC) as per regulations.

Implementation

School Volunteers

- A WWCC will be required for all volunteers who assist St Jude's School as committee members for the P&F Association and School Advisory Board. A WWCC will be required for all volunteers who assist as a helper in the school community. For example: classroom helpers, volunteers for excursions, camps, canteen

School Employees

- All qualified teaching staff are exempt from the WWCC because they have already undergone National Criminal Record Checks to obtain teacher registration with the Victorian Institute of Teaching.
- All other staff employed by St Jude's School must undertake the WWCC. i.e Learning assistants and school officers.
- Any employed contractors (e.g. builders, electricians, plumbers, IT support staff) who are likely to be on school property more than five days of the school year, will also be required to obtain a WWCC.
- Any educator or instructor employed by the school or by parents privately to provide a service to its students on school property must also obtain a WWCC, unless they are a qualified teacher and/or registered with the Victorian Institute of Teaching.
- There is a process to monitor visitors on the premises through a "Sign in Register" at the school office. This register will also identify if the visitor has a WWCC.

Evaluation

Date Reviewed	Feb 2019	Reviewed by	Deputy Principal
Date Ratified	Mar 2019	Ratified by	Principal