

Working with Children Checks - Volunteers

(Last DET Update: 10/06/16)

First Developed: May 2015

Reviewed: September & November 2015

February & April 2016

Updated: June 2016

1. Background and Information

Rationale

- All volunteers who will work with children must provide evidence of their suitability. This evidence is generally a Working with Children Check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.
- In addition to a WWC Check our school may also consider it necessary to conduct a criminal record check through DET. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

Definitions

The Working with Children (WWC) Check is a background check provided by the Victoria Police.

For the definition of “volunteer”, please refer to the school’s *Volunteer Workers Policy*.

The WWC Check 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.

To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

Further information may be obtained from:

Reference:

www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx

Please refer also to the school’s *Volunteer Workers Policy* and the *Working with Children Act 2005*.

2. Carranballac College Working with Children Checks - Volunteers Policy (October 2016)

Purpose

- To ensure volunteers approved to work with children at Carranballac P-9 College meet the legal requirements of the *Working with Children Act 2005*.
- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students have Working with Children Checks.
- To provide an environment that is safe and secure.

Implementation

- The college will inform volunteers of the need to have a Working with Children Check.
- A volunteer can commence work in the school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.
- Upon provision of such receipt, school staff will photocopy and add the person's name to the school's register of 'approved volunteers.' Only volunteers on the school register are able to work or volunteer at the school or during school related activities.
- School Council has determined that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present (rare), extra-curricular activities such as school sporting teams etc. must have WWC Checks.
- School Council will consider other activities such as incursions on a case-by-case basis.

Ratification and Review

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change.

This update was ratified by School Council on 18th October 2016