



## Working with Children Check Policy



This policy is to be read in conjunction with  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx>

### **Purpose :**

- The Working with Children (WWC) Check assists Auburn South Primary School to create a safe environment for children.
- To ensure all people at ASPS who require a WWC meet the working with children legal requirements.
- A WWC Check is required for anyone engaging in "child-related work" and/or anyone who has direct contact with children as part of their role or duties, whether an employee, volunteer, visitor, or contractor, regardless of whether they are being supervised by a teacher or another adult with a WWC Check. Direct contact includes face-to-face, physical contact, oral, written or electronic communication with a child.

### **Implementation:**

The school will:

- identify all individuals (e.g. staff, volunteers, tradesmen, extra curricula staff) who require a WWC Check
- ensure all individuals are informed of the requirement to undergo the check by directing them to the relevant website;
- ensure all individuals have passed a WWC Check before commencement of the activity;
- check the card's validity on the Department of Justice webpage or ASPS will receive notification from the Department of Justice;
- keep updated details on the school register which is kept in the administration area (if individual is a staff member, copy to be kept on the staff member's personnel file as part of Victorian Institute of Teaching (VIT) Registration).

The individual must:

- provide the successful WWC Check or VIT registration card or registration number prior to commencement of the activity at ASPS.
- notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence.
- apply for a new WWC Check before their card expires.
- Be responsible for keeping up to date with changes of the requirements for a Working with Children Check via <http://www.workingwithchildren.vic.gov.au/>.

### **Evaluation:**

This policy will be reviewed as part of the school's review cycle or before as appropriate.

### **Status:**

Ratified 2017

### **Related Documents**

- [Working with Children Act 2005 \(Vic\)](#)

Further information is available from the [Department of Justice Working with Children webpage](#) or the Working with Children information line on 1300 652 879