

# Mount Evelyn Primary School

## School Policies Manual

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### Working With Children Policy

#### Rationale:

The Working with Children Checks policy assists Mount Evelyn Primary School (MEPS) in the protection of our students and maintains a safe environment by ensuring any person engaged in child-related work (paid or unpaid) and coming into direct contact with children, is compliant with the *Working With Children Act 2005*.

Definition: direct contact with children includes oral, written or electronic communication as well as face to face and physical contact

#### Aim:

- To ensure the safety of our students.
- To ensure all volunteers, employees and contractors working at Mount Evelyn Primary School who fall within the guidelines determined by the Working with Children Act are compliant with the Act.

#### Implementation:

- Anyone engaging in child related work as part of their role or duties, whether an employee, visitor or contractor must have a WWC check regardless of whether they are supervised by a teacher or another adult with a WWC check.
- All volunteers working at Mount Evelyn Primary School will be strongly encouraged to obtain a WWC Check.
- Volunteers attending camps, excursions and swimming will be expected to hold a current WWC Check.
- The school will keep a register listing the relevant details of those people who have obtained a WWC Check so that it will not be necessary to produce the Check on every occasion. This register will be maintained by the Business Manager and updated on an ongoing basis.
- All staff are required to be registered with the Victorian Institute of Teaching (VIT) and are therefore exempt from requiring a Working With Children Check as registration requires this check.
- Any person registered with the VIT seeking casual or contract employment must provide a copy of a current registration before commencing. Employment agencies used by the school require the same for Casual Relief Teaching.
- All contractors employed by the school with the potential to come into unsupervised contact with students must hold a valid WWC check
- All employees and volunteers of Mount Evelyn Primary School are responsible for acquiring and maintaining current WWC Checks.
- Reimbursement of fees incurred by individuals will be at the discretion of the Principal.
- DET and School Councils have legislative obligations under the Act with respect to ensuring certain volunteers and employees have applied for, and receive a WWC Check.
- WWC Checks are valid for five years and are transferable between jobs or volunteer organisations.

**Evaluation:**

This policy will be reviewed as part of the school's three year cycle.

This policy was last ratified by School Council on: 16<sup>th</sup> November 2016

**References:**

Further information on applying for a WWC Check can be obtained at:

<http://www.workingwithchildren.vic.gov.au/home/applications>