

RATIONALE

National Criminal History Records Checks (NCHRC) and Working with Children Cards (WWC) assist in ensuring a safe environment for our students and are critical to maintaining high standards of professional and personal conduct.

Any person whose duties usually involve or are likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.

AIMS

- To ensure that all employees, and volunteers involved in activities with student contact are responsible and of sound character and comply with the requirement of the Working Children Act and the Child Safe Standards.
- To ensure that the school, in its employment and personnel practices, complies with the Child Safe Standards and Ministerial Order no 870.
- To ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect.

IMPLEMENTATION

- In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Department of Education and Training requirement that all new employees, including those applying for transfer or promotion, hold a current satisfactory NCHRC.
- School Council requires that volunteers and visitors who participate in programs that have potentially higher levels of student contact than normal must hold a valid Working with Children card. Working with Children cards are free for volunteers and can be used in other circumstances outside of school.

Specifically, a WWC will be required for all volunteers involved in:

- Camps
 - Sleep-overs
 - Any activities in which a volunteer's own child is not involved
 - Any situation in which a volunteer may have unsupervised contact with a child
 - Swimming program teachers and assistants
 - Permanent sports coaches
 - Any other programs that have potentially higher levels of student contact than normal, as determined by the Principal.
- To be a volunteer at a school, a valid 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.

- WWC Checks for paid employment can be used to show suitability for volunteer work.
- Teachers holding current full registration with the VIT are exempt from requiring a Working with Children card.
- Those teachers who hold full registration with the Victorian Institute of Teaching with a current NCHRC do not require a new check to be completed upon appointment.
- Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- Newly employed teachers will be required to organise a NCHRC through the Victorian Institute of Teaching.
- Upon renewal of registration with the VIT, teachers may require a new NCHRC.
- All School Council employees are required to have a WWC, the cost of which will be responsibility of the individual.
- A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.
- In general, parent volunteers whose own children are involved in a particular activity, do not need a WWC card or NCHRC although it is highly recommended.
- Contractors who work at the school on a scheduled basis within school hours must hold a current Working with Children Card.
- This policy will be published regularly for the information of the community.
- Barton Primary School will make two copies of the WWC Card. An electronic form will be kept in the Administration files. A hard copy will be kept in the WWC Card folder.

This commitment to child safety statement will be reviewed if legislative or other changes require in the interim or no later than December 2020.

Evaluation

This commitment to child safety statement will be reviewed on a two year cycle as part of the three year review cycle

REFERENCES

Volunteer checks

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

Suitability for Employment Checks

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Suitability for Employment Policy (PDF - 322Kb)

Circular S053-2011 Working with Children (WWC) Check – Renewal Process

<https://edugate.eduweb.vic.gov.au/newsevents/schoolbull/Pages/S053-2011.aspx>

Circular S377-2007 Working with Children Checks - requirements for Specialist Technicians

http://www.education.vic.gov.au/hrweb/Documents/S377-2007_wwccards-clr.doc

Circular S319-2007 Working with Children Checks - Additional Information



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http://www.education.vic.gov.au/hrweb/Documents/S319-2007_workwithchildcheck-clr.doc

Circular C364-2011 New Price Structure for Criminal Record Checks

<https://edugate.eduweb.vic.gov.au/newsevents/corpmail/Pages/C364-2011.aspx>

Ministerial Order No 870

<http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf>:

Child Safe Standards - DET

<http://www.education.vic.gov.au/school/principals/health/Pages/chilsafe.aspx>

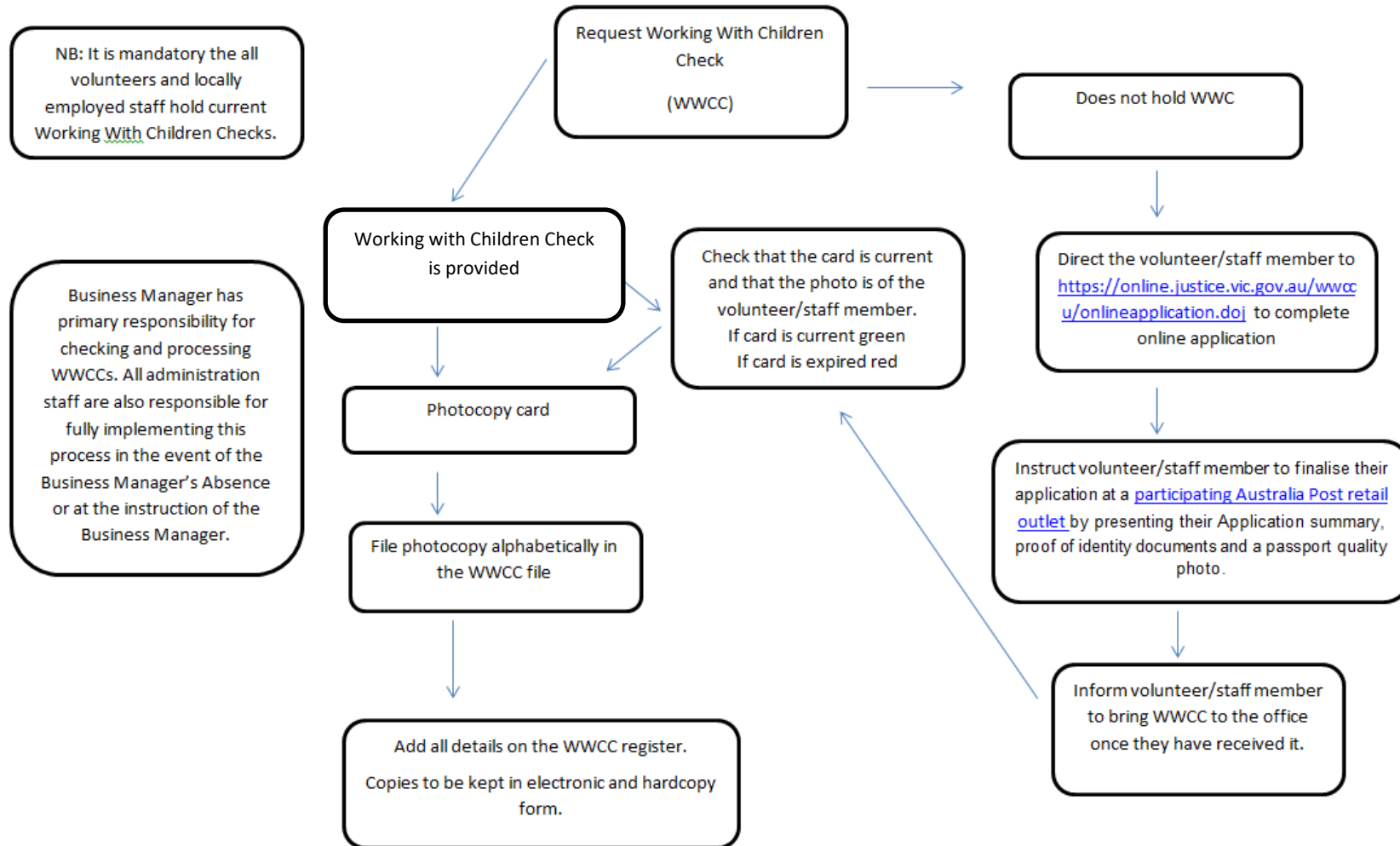




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PRIMARY SCHOOL



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