Cranbourne West Primary School No. 5189
WORKING WITH CHILDREN CHECKS POLICY

RATIONALE:
DEECD and School Councils have a responsibility to ensure the safety of all children and employees, and maintain the security of assets by requiring and maintaining high standards of professional conduct from employees and volunteers.

GENERAL STATEMENT:
It is an offence under the Working with Children Act 2005 to engage in ‘child related work’ without having applied for a WWC Check. Penalties apply to both the employer and employee. VIT registration includes Criminal Records checks. All ES staff employed both casually and centrally must hold a current WWC check for employees. All volunteers working at the school and on camps and excursions must hold a WWC check for volunteers

IMPLEMENTATION GUIDELINES:
• The Business Manager is responsible for ensuring all non-teaching staff employed at the school have a WWC check.
• The Community Liaison Co-ordinator is responsible for ensuring all volunteers have a WWC check.
• WWC Check applicants will need to complete an ‘Application for WWC Check’ form available from Australian Post Office outlets, produce sufficient identification to meet an identity check and provide a passport sized photograph.
• Costs incurred for Working with Children Checks will be met by the school for both new and current staff and volunteers.
• A completed statutory declaration will be required in the interim while the WWC is being processed.
• A copy of all WWC Checks will be kept on file.
• All CRTs must have a VIT card which includes the working ‘CRC’ [Criminal Records Check].
• WWC checks are valid for up to five years after which they will need to be renewed. Student Teachers must hold a VIT.

EVALUATION:
This policy is to be reviewed on a cyclic basis by the Business Manager