



# ***Cranbourne East Primary School*** ***WORKING WITH CHILDREN*** ***CHECKS POLICY***

## **RATIONALE**

All schools are required to comply with the Working with Children Act 2005, whereby all people associated in 'Child Connected Work' have undertaken the necessary verification checks to be compliant with Child Safe Standards- Code of Conduct obligations.

## **AIMS**

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child connected work' with our students and who are required to have Working with Children Checks are compliant.
- To ensure that our School complies with all relevant Acts and laws.
- To provide an environment that is safe.

## **IMPLEMENTATION**

- As of 1<sup>st</sup> January 2008, all workers or volunteers related in 'child related work' must undergo Working with Children Check prior to commencing work.
- You are considered to be performing 'child related work' if you work or volunteer at a school or school related activities, and you volunteer or do this work on a regular basis, and you have direct contact with children under 18 years of age which is unsupervised, and you do not qualify for an exemption.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies Working with Children Check requirements, and are therefore exempt.
- All non-teaching staff will have the appropriate Working with Children registrations and will be registered with the appropriate bodies.
- Parents (or any other person who volunteers in relation to any school activity) are required to have a current Working with Children Check.
- School Council does any cost associated with Working with Children Checks.
- All people required to have Working with Children checks are issued a WWC Check Card which School Council expects them to display on their person at all practicable times when working or volunteering at the School or during School related activities.
- School Council requires that all parents and volunteers directly involved in School camps, excursions, sleep-overs, extra-curricular activities such as school sporting teams etc all have Working with Children checks.
- All parent helpers and volunteers will be approved by the School Council prior to commencing any child related work.
- Any person undertaking child-connected work will be provided with a School 'Child Safe- Code of Conduct' document, affirming our commit to the safety and wellbeing of all children and young people at our School. The document will outlay the parameters of our commitment to child safety and list appropriate and inappropriate behaviours within this context. The person will need to sign a register annually, acknowledging their reading and understanding of requirements prior to commencing their child-connected work within Cranbourne East Primary School.
- Cranbourne East Primary School will ensure that volunteers understand the importance of child safety, are aware of current policies, procedures and are trained to minimise the risk of child abuse.

**Ministerial Order No. 870** provides the framework for how schools will be required to comply with the Standards. Overall responsibility for ensuring compliance rests with the Victorian Registration and Qualifications Authority (VRQA). Accountability to compliance rests with Cranbourne East Primary School.

- Cranbourne East PS will ensure that appropriate supervision, training and support arrangements are in place in relation to:
  - The induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work, and
  - Monitoring and assessing a parents or volunteers continuing suitability for child connected work.

The school will implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work (requiring a WWC check) perform appropriately in relation to child safety. In order to meet these obligations, Cranbourne East Primary School commits to undertaking the following actions with these people:

- Establish the parameters with people requiring a Working with Children's Check if they intend to undertake child-connected work (full list is available from Department of Justice website).
  - Their understanding of children's physical, emotional needs.
  - Their understanding of professional boundaries.
  - Application of non-discriminatory attitudes or behaviours towards any child, for any reason.
  - Required evidence of identity (eg driver's licence or passport).
  - Understanding of children's physical, emotional and diversity needs of children.
- Monitor and review provisions will be undertaken at the school, checking that the Working with Children Checks of relevant staff and volunteers are still valid. These have been linked to a register held at the School.
  - Cranbourne East Primary School is committed to pro-actively and systematically identifying and assessing risks to student safety across our entire school environment and reducing or eliminating (where possible) all potential sources of harm. We will document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed as new risks arise. All risks to child safety will be listed on our Risk Register and reviewed annually.
  - The School will set up a registration log, illustrating a multi annual recorded database, listing checks against those possessing Working with Children documentation, reading and acknowledgement of Child Safety Standards- Code of Conduct processes and protocols.

## **EVALUATION**

Ratified by School Council: 19<sup>th</sup> October 2016

This policy is to be reviewed annually or as policy is amended.