

WPS – WORKING WITH CHILDREN’S CHECK POLICY

For period: October 2017 - October 2020

Rationale:

To provide a safe environment for all students at school

Aims:

- To follow a clear and transparent process to ensure all visitors meet legal requirements.
- Ensure all Education Support Staff have a current and valid Working with Children’s Check (WWCC) with an employee status

Implementation

- All parents will be informed about the requirements around obtaining a WWCC upon their child’s enrolment at the school.
- All Education Support Staff will be informed about the requirements around obtaining a WWCC upon employment.
- Parents will be requested to complete the relevant on-line form (located at www.workingwithchildren.vic.gov.au), print it and take it to the post office for processing.
- Parents will receive an email from the Department of Justice and Regulation regarding their status within three weeks.
- Parents must attend a classroom information session with the Principal, or nominee, to be eligible to participate as a classroom helper.
- Parents must attend a camps and excursion information session with the Principal, or nominee, to be eligible to participate as a helper on camps and excursions.
- Parents will only be eligible once their status has been verified by office staff sighting the parent’s WWCC card.
- WWCC information will be stored in the business manager’s office in the WWCC folder. Information will be stored in expiry year sections with an updated summary.
- Prior to the expiry of a WWCC, the Business Manager will send a photocopy of the current WWCC with a covering letter to the parent/guardian to remind them to apply for a new card.

Camps & Excursions:

- A copy of the WWCC register will be issued upon request of the excursion or camp organiser.
- Staff will be advised to use this list when selecting parent helpers for in class activities, school excursions and school camps.
- A copy of the register will also contain information regarding who has attended any of the information sessions provided by the Principal.

CERTIFICATION

This policy was adopted at the School Council meeting held at Wandong Primary School on the 23rd October 2017

Signed:

School Council President

Signed:

School Principal