

# Working with Children & Other Suitability Checks Procedure

### Mortlake College will

- maintain a register of all staff with a Working with Children Check;
- maintain a register of all volunteers and visitors with a Working with Children Check; and
- have **procedures** for maintaining that register.

### **PROCEDURE**

- All employees who do not hold a VIT will hold a Working with Children check and present before employment.
  - See the Department's Policy and Advisory Library Suitability for Employment Checks.
- Appropriate checks are undertaken for volunteers & visitors.
  - For more information see the Department's <u>Working with Children and Other Suitability</u> Checks for <u>School Volunteers and Visitors</u>.
  - Appendix A is copy of the <u>Suitability Check Flowchart for Schools</u> to help guide decision-making process about Working with Children Checks for your school. This is a useful one-page guide that explains the legal requirements for Working with Children Checks.
- The following information will be entered in the Mortlake College Working with Children register. Name, card number & expiry date, as well as keeping a hard copy for reference.
- Included in the 'OHS Activities Calendar' is the category of Working With Children check.
   It is programed to be reviewed monthly and when information changes, then uploaded onto the Mortlake College Google for all staff.
- Visitors and volunteers entering Mortlake College will need to enter their Working with Children number when registering in Sentral.

### **Related policies**

- Child Safe Standards
- Reportable Conduct Scheme
- Visitors in Schools
- Volunteers in Schools

### **Relevant legislation**

- Education and Training Reform Act 2006 (Vic)
- Ministerial Order 870
- Working with Children Act 2005 (Vic)

### **Evaluation:**

This procedure will be reviewed as part of the school's three-year review cycle, or earlier if required.

This procedure was last reviewed on....

August 2020

# APPENDIX A Suitability Check Flowchart for Schools

Is the visitor/volunteer likely to have any contact with children while performing their work duties?

YES NO

Suitable identification and screening checks, if any, relevant to the role should be undertaken and risks identified.\*\*

What is the nature of the work/engagement?

#### **Child-related work**

Work that usually involves direct contact (including phone, written and online communication) with a child as part of work duties.

(e.g. attendant care, school camps, excursions (including swimming), literacy and numeracy/classroom support, sporting/musical and other extra-curricular assistants and coaches, breakfast/lunch clubs and other student support activities, canteen assistant, Allied health/NDIS therapists, Departmental Staff who are working with children, SRI, Distance education)

## A Working with Children Check is legally required.

Suitable identification checks relevant to the role should also be undertaken and risk identified\*\*

The Person is exempt from a Working with Children Check due to higher level of screening for their profession.\*

(e.g. teachers, police officers)

Suitable identification and screening checks relevant to the role should also be undertaken and risks identified\*\*

### **Child connected work**

Work duties that only involve occasional direct or indirect contact with children that is incidental to the work.

(e.g. fete/fundraising activities, tradespeople, working bee, parents and friends clubs.)

### Requiring a Working with Children Check is at the discretion of the school principal.

Other suitability and identification checks, if any, relevant to the role should be undertaken and risks identified\*\*

NOTE: A Working with Children check is recommended where the visitor/volunteer will regularly be present at the school and/or children can reasonably be expected to be present.

NOTE: Parents are legally exempt from the requirement to hold a WWC check when volunteering in an activity in which their child normally participates. In these cases requiring a WWC Check is at the discretion of the school – but it is recommended in most circumstances where the parent is regularly involved in the volunteer activity and working directly with children and/or the nature of the activity poses a higher risk, e.g. overnight camps, swimming, or activities involving close contact, etc.

\*For further information on who is exempt from requiring a WWC see:  $\frac{\text{Working with Children}}{\text{Check - Exemptions}}$ 

\*\* For further information on

appropriate suitability and identification checks see: SPAG Suitability Checks for School
Volunteers and Visitors