



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 [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#).

Appendix A is copy of the [Suitability Check Flowchart for Schools](#) 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:

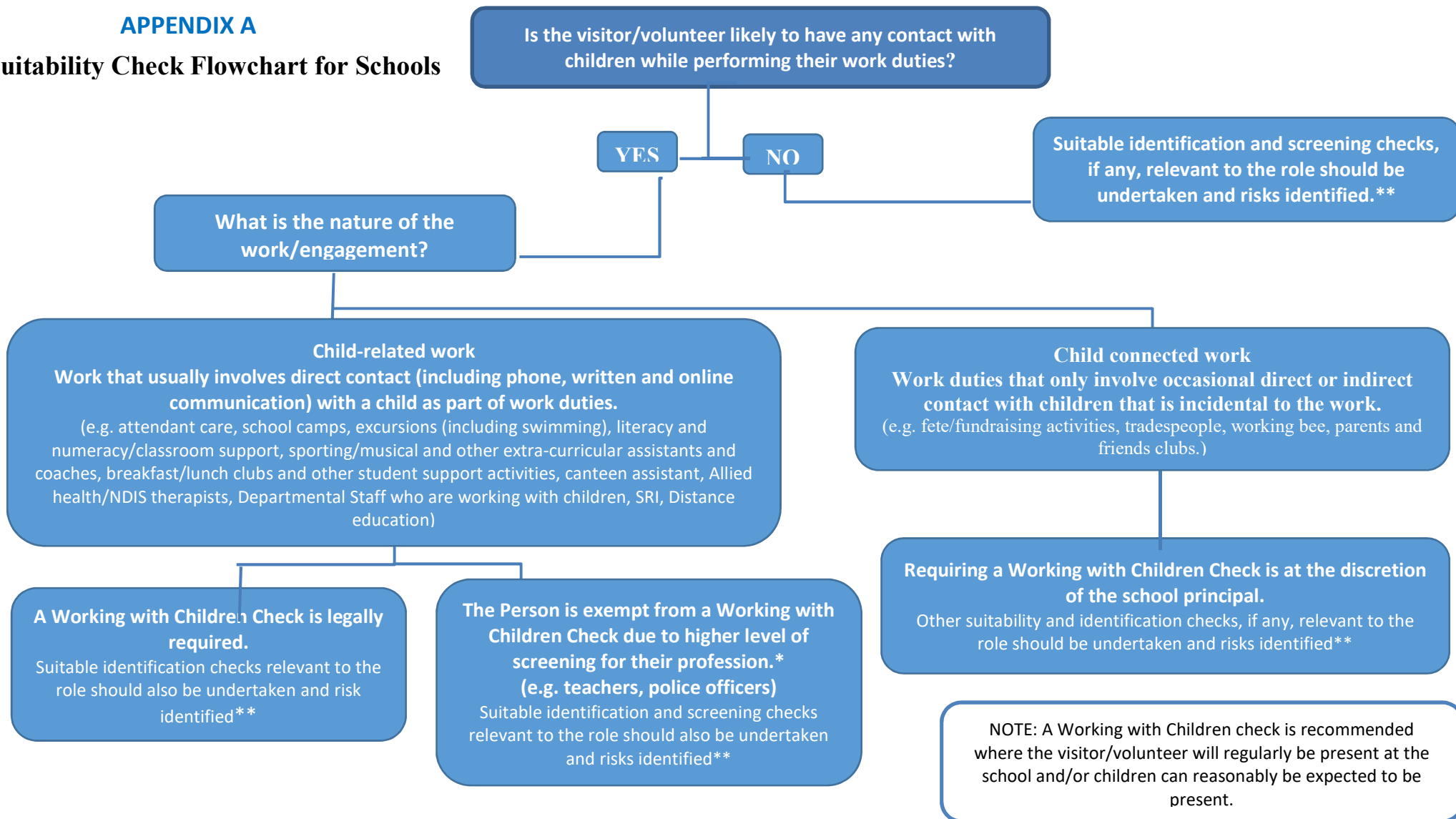
This procedure will be reviewed as part of the school's three-year review cycle, or earlier if required.

This procedure was last reviewed on....

August 2020

APPENDIX A

Suitability Check Flowchart for Schools



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: [Working with Children Check - Exemptions](#)

** For further information on appropriate suitability and identification checks see: [SPAG Suitability Checks for School Volunteers and Visitors](#)