



WORKING WITH CHILDREN CHECK POLICY

BLACKBURN LAKE PRIMARY SCHOOL

Florence Street Blackburn 3130

RATIONALE

In providing an environment of safety and well-being for our community, Blackburn Lake Primary School will take steps to ensure that all persons employed by the school are suitable people to be involved in 'child related work' as outlined in the Working with Children Act 2005.

The Working with Children Check (WWCC) helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

AIMS

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

IMPLEMENTATION

- Blackburn Lake Primary School Council requires that all staff, volunteers, external providers and contractors must hold, and provide evidence of, a current Working with Children Check, prior to commencement of employment or service.
- All workers or volunteers at Blackburn Lake Primary school must undergo Working with Children checks prior to commencing work and provide evidence of this to the school (via the office).
- 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. Police officers are also exempt.
- If a volunteer's occupation exempts them from the requirement to have a WWC Check e.g. police officers, teachers, evidence must be provided to support their claim to an exemption.
- All parents who volunteer are required to supply evidence of a current Working with Children Check prior to commencing volunteer work at the school.
- All external providers must hold, and provide evidence of, a current Working with Children Check, prior to commencement of service or program.
- All contractors must hold, and provide evidence of, a current Working with Children Check, prior to providing a service.
- A record of volunteers with current WWC checks is filed on office staff computers with all hard copies filed in a locked safe.
- A record of contractors with current WWC checks is filed on office staff computers with all hard copies filed in a locked safe.
- A monitoring system has been set up by the school's office manager to check for expired WWC check cards mid way through each term.

Privacy

The School will apply privacy principles when collecting, using, retaining or disposing of personal or health information in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

EVALUATION

This policy will be reviewed in line with our policy review cycle.

RATIFIED BY SCHOOL COUNCIL: 12th September, 2017

PRINCIPAL: Loisia Steed SCHOOL COUNCIL PRESIDENT: Dan Watts

Relevant Documents & Links

Links which are connected with this policy are:

Further information is available from the [Department of Justice Working with Children webpage](#) or the Working with Children information line on 1300 652 879.

School Policy Advisory Guide:

- [Volunteer Checks](#)
- [Volunteer Workers](#)

DET Human Resources:

- [Suitability for Employment Checks](#)

External Links:

- [Victorian Institute of Teaching](#)
- [Working with Children Check](#)

BLPS Policy & Guidelines

- Child Safe Policy
- Child Safe Environment Policy
- External Provider Policy