



Aiming High

Showing Respect

Being Safe

Valuing Community

## Working with Children Checks

### Purpose

The purpose of this policy is to ensure that Manor Lakes P-12 College complies with the Working with Children Act 2005, and ensure that any person unsuitable to be involved in 'child related work' does not do so.

### Scope

This policy applies to; students, parents and caregivers, college staff including college employees, volunteers, contractors and college council members and is intended to complement other professional and occupational codes.

### Policy

**Manor Lakes P-12 College will protect children in our care from being exposed to inappropriate people by adhering to the following guidelines:**

- As of 1 January 2008, all workers or volunteers engaged in 'child related work' must undergo Working with Children checks 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 18yrs 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.
- Parents who volunteer in relation to an activity in which his or her child ordinarily participates (eg: classroom reading) are also exempt. If the same parent volunteers in a class or activity that his or her child does not ordinarily participate in, then a check is required.
- College Council recommend that all parents & volunteers have a Working with Children Check. Parents are encouraged at enrolment to apply for this check. Preference for participation in all College events will be given to volunteers with a valid Working With Children Check.
- College Council does not pay for Working With Children Checks, which are free to volunteers.
- All people required to have Working with Children checks are issued a WWC Check Card which College Council expects them to carry on their person and show when requested at all practicable times when working or volunteering at the school or during school related activities.
- The College will maintain a record of volunteers (register) with up to date WWC Checks. This Register will be updated regularly by the office staff at the College. Photocopies of cards and other documentation will also be kept in a folder in the storage room of the main reception area. Staff will have access to this register when organising College events. (Server M:/Staff Resources/Administration/WWCC/Parents with Working with Childrens Check)



**Mission:**

*Manor Lakes College will create a vibrant and harmonious community of responsible learners who have a confident belief in their ability to learn, grow and succeed.*

- College Council requires that all volunteers directly involved in camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc all have Working with Children checks.
- Principals and managers may enquire on the status of WWC card at any time by visiting [www.justice.vic.gov.au/home/working+with+children/](http://www.justice.vic.gov.au/home/working+with+children/) and entering a WWC Check unique number or alternatively via telephone 1300 652 879.

## Related Policies and Resources

*\* This policy should be read in conjunction with (but not limited to) the following college policies:*

- *Statement of Values;*
- *Volunteers Policy;*
- *Statement of Commitment to Child Safety;*
- *Child Safety Policy;*
- *Child Safety Code of Conduct;*

## Review Period

This policy was last updated on 07/02/2019 and is scheduled for review on 3 to 4 years.

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