



HIGHVALE PRIMARY SCHOOL

Working With Children Check Policy

Ratified by School Council: April 2013

Review date: April 2016

Rationale

To ensure volunteers approved to work with children meet legal requirements.

Definition of a volunteer: A volunteer school worker at Highvale Primary School is a person who without payment or reward voluntarily, engages in activities such as:

- swimming, camps, excursions, incursions, production helpers
- assisting in classrooms

Aims

All volunteers at Highvale Primary School are required to have, or have applied for, a Working with Children Check (WWC Check) to provide evidence of their suitability. However if a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice. The WWC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.

To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteer, (applicants need to provide a passport size photograph) but cannot be used for paid employment.

WWC Checks for paid employment can be used to show suitability for volunteer work.