



HIGHVALE PRIMARY SCHOOL

## 12. Working with Children and Suitability Checks - Staff

### Working with Children and Suitability Checks - employees

All Victorian government schools are required to comply with the Department's policy in relation to Working with Children Checks and other suitability checks for all **employees** (both Department and school council employees) - see HRWeb [Suitability for Employment](#). Schools should **not** have a local policy in relation to Working with Children Checks or other employment suitability checks **for employees** as the Department's policy (which incorporates legal requirements under Ministerial Orders) must be followed.

The Minimum Standards for school registration require schools to:

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

A register of staff holding a Working with Children Check (including names, registration numbers and expiry dates) can be generated from CASES21 or schools may choose to keep a separate table or spreadsheet as their register. Schools should develop a local procedure for who is responsible for recording each staff member's Working With Children Check information in the register or in CASES21 at the commencement of employment and following up with them when the expiry date is reached.

### Working with Children and Suitability Checks - volunteers and visitors

Schools are required to determine what checks will be required for **Volunteers** and **Visitors** to the school in accordance with legal requirements under the *Working with Children Act 2005* (Vic), the Child Safe Standards and Department policy.

A template Volunteers policy and a template Visitors policy which incorporate guidance about Working with Children Checks for volunteers and visitors are both available on this Portal - see [Visitors](#) and [Volunteers](#).