ST. AGNES’ CATHOLIC SCHOOL, HIGHTETT

WORKING WITH CHILDREN POLICY

INTRODUCTION

All Victorian Schools are obliged under the Working with children Act, Victoria 2005 to provide a safe environment for students by ensuring those who work with children have no relevant criminal records for conviction, findings of guilt, pending charges and offences, or professional disciplinary records.

Consequently, in conjunction with Catholic Education Commission Victoria (CECV) policy:

- All catholic school employees and contractors (other than qualified teaching staff, who are exempt) are required to apply for and obtain a Working with Children Check.
- All volunteers will be required to apply for and obtain a Working with Children Check.

The WWCC is administered by the Department of Justice and replaces Criminal Record Checks previously issued by the police department and required only for specific categories of volunteers.

SCHOOL / PARISH VOLUNTEERS

A WWCC will be required for all volunteers who assist St Agnes school with such activities such as committee members for P&F association and Parish school education advisory board. Parents who assist as classroom helpers, or on excursions, camps, sporting team coaching and scoring, inter-school sport, swimming squad, swimming programs, athletics or cross country sports carnivals, elective programs, canteen, uniform shop, school disco, school choir etc. Please note that if parent, parish volunteers or contractors are assisting or working in the school on less than five days (non-consecutive) across the school calendar year, then he/she may be able to do so without a WWCC given approval of the school principal or delegate.

A WWCC will also be required for use of any part of the school property, any day or time, by persons 18 years of age or over who volunteer to supervise or assist in any way with activities involving young people who are under the age of 18 years (eg basketball or netball training or matches, local sporting clubs’ social events).
SCHOOL / PARISH EMPLOYEES

All qualified teaching staff are exempt from the WWCC because they have already undergone National Criminal Record Checks to obtain teacher registration with the Victorian Institute of Teaching.

All other staff employed by St Agnes school or parish must undertake the WWCC. This includes all administrative staff, teacher aides and school service officers. Any employed contractor (eg. Tradespeople like builders, electricians, plumbers) who is likely to be on school property more than five days of the school year will also be required to obtain a WWCC.

Any educator or instructor employed by the school or by parents privately to provide a service to its students on school property must also obtain a WWCC, unless they are a qualified teacher and/or registered with the Victorian Institute of Teaching.

This policy may be changed from time to time as required and is posted on our school website and is available from the office.