ST AGNES’ CATHOLIC PRIMARY SCHOOL
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WORKING WITH CHILDREN POLICY
RATIONALE

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. The WWCC is administered by the Department of Justice.

Goals

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 have a Working With Children Check (WWCC).
- All volunteers will be required to obtain a Working With Children Check (WWCC) as per regulations.

Implementation

School Volunteers
- A WWCC will be required for all volunteers who assist St Agnes’ School as committee members for P&F Association and School Education Advisory Board. A WWCC will be required for all volunteers who assist as a helper in the school community. For example:
  - Classroom helpers
  - Volunteers for excursions and camps etc.
Volunteers are expected to display their WWCC on a lanyard provided by the school while on the school premises.

School 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 must undertake the WWCC i.e. teachers’ aides and school officers.
- Any employed contractor (e.g. trades people like builders, electricians, plumbers etc.) who is likely to be on school property 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 teachers and/or registered with the Victorian Institute of Teaching.
- There is a process to monitor visitors on the premises through a “Sign in Register” at the school office.
A register of WWCC is kept at St Agnes’. This is regularly updated.
Clergy are also required to obtain a current WWCC