

Sacred Heart School Corryong

Working with Children Policy



Commitment to Child Safety:

All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Requirements:

- The Working with Children (WWC) Check is part of Victorian law. The Check was created by the *Working with Children Act 2005* (the Act). In addition to the Act a large number of other pieces of legislation are relevant to the Check and people working with children in Victoria
 - Under the Working with Children Act 2005 (the Act), only people who are doing child-related work and who are not exempt need a WWC Check. This applies to both paid and volunteer workers.
 - All ministers of religion are required to get a WWC Check unless the contact they have with children is only occasional and always incidental to their work.
 - Child-related work for ministers of religion is defined more broadly than for everyone else. For ministers, child-related work is not limited to work involving direct and unsupervised contact with children. Any contact with children, unless it is only occasional and incidental, is enough to trigger the requirement to get checked. This would include having children present in their congregation, or attendance at schools or children's camps, even when all their contact with children is supervised.
 - The only time a minister does not require a WWC Check is when any contact with children is only occasional and never a part of the minister's normal duties. This might occur, for example, for ministers with purely administrative roles within a church's bureaucracy.
 - You do need a WWC Check if you meet ALL 6 criteria listed below.
1. You are an adult working with under 18 year olds.
 2. You are working as one of the following:
 - an employee
 - a self-employed person or an independent contractor
 - a volunteer
 - a supervisor of child employees (where the child is under 15 years of age) pursuant to the *Child Employment Act 2003*
 - a participant in practical training through an educational or vocational course
 - a participant in unpaid community work under a court order
 - an officer of a body corporate
 - a member of a committee of management of an unincorporated body
 - a member of a partnership
 - a minister of religion* or someone performing duties of a religious vocation^[1]*Please read 'Ministers of religion and child-related work' for full details on the special obligations under the Act for ministers.
 3. You are working in any of the occupational fields listed in the Act. Go to [Occupational fields](#)

(<http://online.justice.vic.gov.au/wwc>) for the full list.

4. Your work involves direct contact with children, which means you are able to talk face-to-face or have physical contact with children.
5. Your contact with children is part of your duties i.e. not incidental to your work
6. Your contact with children is not directly supervised by another person.

Direct supervision means immediate and personal supervision. It is possible for the person supervising the contact with children to leave the room briefly for example to take a phone call.

Under the *Child Employment Act 2003*, you are doing child-related work if you are supervising a child under the age of 15 in employment so you need a WWC Check.

7. By law, you cannot apply for a WWC Check if you:

- have previously been given a Negative Notice unless:
- you have subsequently passed the WWC Check or
- there is a relevant change in your circumstances in the past 5 years. For details go to [Failing the Check](#)
- are subject to orders or reporting obligations under the:
 - *Sex Offenders Registration Act 2004*
 - *Serious Sex Offenders Monitoring Act 2005*

Serious Sex Offenders (Detention and Supervision) Act 2009.

Implementation:

- The school Administration Officer, has the administrative responsibility for WWCC.
- Copies of WWCC cards are copied and kept in a central folder.
- At the beginning of each term and before any camps or excursions, the WWCC register is reviewed and updated as necessary.
- Requirements are advised through the school newsletter at the beginning of the year.
- A request is actively made to volunteers to secure their WWCC.
- The Administration Officer is responsible for maintaining the WWCC register. This information is accessible to the Administration Officer and Principal.
- Staff seeking approval for a volunteer makes a request of the Administration Officer to check if a volunteer has a WWCC.
- Students remain the responsibility of school staff at all times. Volunteers are never alone with students.
- Visitors to the school are required to sign in and wear a visitor badge.
- Visitors are required to be in sight of staff at all times.
- Expiry dates are recorded on a spreadsheet and reviewed each term by the Administration Officer.
- A person who receives a negative notice will be brought to the attention of the principal. The principal will ensure the applicant knows the school is aware of the negative notice and that they are required to be accompanied by the principal when on site.
- Staff planning camps and excursions involving outside personnel are required to check that service providers have a WWCC.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last endorsed by School Board on.... 28th May 2019