

Visitors

Policy Code POL_VIC_ADM_Working with Children_V2.0	Authorisation Date June 2019	Next Review Date June 2021
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Associated Documents 4.11 Working with Children (original policy document)		

RATIONALE

The school has a responsibility to ensure the safety of all children and employees, and maintain the security of assets by requiring and maintaining high standards of professional conduct from employees and volunteers.

AIMS

All non-teaching employees and volunteers will obtain and hold a current Working with Children Card as required under the *Working with Children Act 2005*

IMPLEMENTATION

- The Act defines ‘child-related work’ as work which usually involves (or is likely to involve) regular, direct contact with a child where that contact is not directly supervised, and in any of twenty child-related occupational fields listed in the Act. ‘Child-related work’ may be either paid or unpaid (voluntary).
- Any person whose duties usually involve or is likely to involve work in a school (other than teachers) is considered to be engaged in ‘child-related work’ as defined in the Act and will need to ensure they are compliant with the legislative obligations contains in the Act.
- The WWC Check is conducted by the Department of Justice.
- WWC Check applicants will need to complete an ‘Application for WWC Check’ form that is available from an Australia Post outlet, produce sufficient identification to meet an identity check and provide a passport sized photograph.
- An Assessment Notice means the employee has passed the WWC Check and may work in ‘child-related work’. A copy of the Assessment Notice and WWC Card are to be provided to the employer.
- A WWC Check obtained for the purpose of voluntary work, as indicated by the letter ‘V’ on the card, may not be used for the purposes of paid work. It is an offence to use a volunteer WWC Check for the purpose of engaging in paid ‘child-related work’.
- WWC Check is valid for up to five years after which it will need to be renewed if the holder wishes to continue in child-related paid or voluntary work.

- Campuses are to maintain a register of all employees and volunteers WWC Card Number and expiry date.

EXPECTED OUTCOMES

The School and each campus will actively promote that all parents and associated members / supporters of the school community will hold a current WWC. This enables personnel to be available at short notice for voluntary duties such as bus driving and excursions.

CHILD SAFE STATEMENT

OneSchool Global Victoria is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours.

Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard to the safety of any student of OneSchool Global Victoria.

VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
3.8	June 2019	1.1	Reviewed Policy
POL_VIC_ADM_Visitors_V2.0	November 2020	2.0	Rebranded