

Dorset Primary School No: 5132 WORKING WITH CHILDREN POLICY

PURPOSE:

Any person whose duties usually involves, or is likely to involve, work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.

The intention of this policy is not to limit parent involvement or contact with school programs. Rather, it is to ensure that everyone who works with children at Dorset Primary School has been checked. The duty of care we share for the safety of children in our care is undeniable.

BROAD AIMS:

To take every step possible to ensure the safety of our students.

GUIDELINES:

- Teaching staff are required to be registered with the Victorian Institute of Teaching (VIT) and are therefore exempt from requiring a Working With Children Check as registration requires this check
- Any person registered with the VIT seeking casual or contract employment must provide a copy of a current registration before commencing. Employment agencies used by the school require the same for Casual Relief Teaching.
- Education Support (ES) members employed must have undertaken a Working With Children Check
- All providers of goods and services employed by the school will require a WWC Check as part of Dorset Primary School's risk mitigation strategy.
- All ministers of religion are now required to get a WWC Check.
- All volunteers engaged in "child-related work" must provide a WWC. The exception is a guest who has been invited on occasion to visit a class and who remains at all times under direct supervision by the teacher.
- Volunteers who are a parent and whose children would normally participate in an activity are exempt from requirements of the Act and therefore do not require a WWC but must undergo or hold a current Criminal Records Check.
- Other volunteers engaged in 'child-related work', all employees and volunteers, current and prospective, are responsible for undertaking the WWC required for employment whether the employment is paid or voluntary.
- The administration staff will keep a folder of all WWCs. The folder will be checked annually to ensure WWCs are updated every 5 years.
- Working with Children Checks of employees and volunteers assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional conduct.

This policy was adopted at the School Council meeting held at DPS on 22nd October 2014