



Olinda Primary School

Working With Children Check 2017

Principal: Cornelia Sheeran

School Council President: Sharryn Veto

Date Approved	April 2017
Approved By	School Council
Next Review Date	April 2020
Responsible for Review	Principal
References	Victorian Government Schools Policy and Advisory Guide



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Rationale

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).

Aims

This policy aims to:

- outline which positions at the Olinda Primary School require a WWC check and the process to be followed.
- inform the community that it applies to all positions at Olinda Primary School including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

Definitions

- **Child-** a person who is under the age of 18 years.
- **Student-** any child who is enrolled at Olinda Primary School

Guidelines

- A WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies.
- A WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings.
- A WWC check is administered by the Department of Justice.

Expectations

The School must:

- identify all staff who require a Working with Children check.
- ensure existing staff and volunteers are informed of the requirement to undergo the check.
- ensure prospective staff and volunteers have passed a WWC check before commencement.
- check the card's validity on the [Department of Justice webpage](#).
- have a photocopy of the WWC card and with details updated on the school register (if individual is a staff member, copy to be kept on the staff member's personnel file).
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWC check card at all times.

The staff member or volunteer must:

- provide the successful WWC check card prior to commencement at Olinda Primary School.
- notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence.
- apply for a new WWC check before their card expires.



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Procedure

When is a WWC check required?

- A WWC check is required for positions that meet all of the following criteria:
 - involve contact with children in connection with Olinda Primary School,
 - the contact happens on a regular (everyday) basis,
 - involve direct contact with children and this contact is not directly supervised,
 - the position does not qualify for an exemption as listed under the act.

What is the application process?

- The candidate must complete a Working with Children Check application form. The forms are available online. Under the section marked 'Details of Organisation', candidates should ensure they state Olinda Primary School
- If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later. Further information about the application process is available on the [Department of Justice webpage](#).

What if the applicant does not pass the check?

- If the applicant does not pass the check they will be given an Interim Negative Notice.
- The applicant can then make a submission to the Department of Justice to explain why they believe they should pass.
- If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and **cannot undertake 'child-related work' or work in Olinda Primary School.**

When can the candidate commence?

- Commencement in Olinda Primary School is conditional upon receipt of a successful Assessment Notice or WWC check card.
- Any queries should be directed to the Principal.

Who pays for the WWC check?

- Candidates who are required to undergo a WWC check as a condition of working in the School will not be able to receive reimbursement for the cost from Olinda Primary School or the department of Education and Training (DET).

What is the difference between a WWC Check and a police records check?

- A police records check gives information about a person's past criminal record and is only valid at the time of issue.
- A WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.
- A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check.



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School Register

- The School will take a copy of each WWCC and filed in the Administration Filing Cabinet.
- An electronic 'register' or data base will also be placed on the administration network and managed by the Principal.

Information from the Department of Justice- April 2014.

- From April 2014, cardholders who are required to renew their WWC Check will no longer need to go to Australia Post to lodge a paper form and present their current card.
- From this time, cardholders will go to the WWC Check website to complete their renewal application online and, if applying for an Employee Check, pay the fee using a credit card.

The online renewal process

- Cardholders will be notified by SMS, letter or email 28 days before their WWC Check is due to expire. **It is important for cardholders to keep their contact details up to date so that they receive this important reminder.**
- After receiving a notification, individuals continuing to do child-related work should go to MyCheck on the WWC Check website and apply to renew their Check. Cardholders will be asked to register with MyCheck if they have not already done so. Once logged in to MyCheck, cardholders will be prompted to confirm or update their personal contact and work details, complete the online form and, if applying for an Employee Check, pay the non-refundable \$102.70 fee.
- Please let cardholders in your organisation know about the new online service to renew a Check.

Links and Appendices

Resources/Links which are connected with this policy are:

- [Working with Children Act 2005 \(Vic\)](#)
- Further information is available from the [Department of Justice Working with Children webpage](#) or the Working with Children information line on 1300 652 879

From April 2014, an FAQ guide to online renewals will be available in 'Publications' under 'Resources' on the WWC Check website. Or contact the Customer Support Line on 1300 652 879 8.30 am- 5 pm weekdays except public holidays.

Appendices which are connected with this policy are:

- Appendix A: Flowchart for Working With Children Check at Olinda PS

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.



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Appendix A- Flowchart for Working With Children Check at Olinda PS

