St Joseph’s Catholic Primary School

Beechworth:

Working With Children Check

Written 2012

Vision:
St. Joseph’s Primary School is committed to:

• Giving witness to the Catholic faith and honouring the Brigidine charism.
• Treating each individual with respect and dignity.
• Providing excellent teaching and learning opportunities allowing all to celebrate gifts and talents.
• Ensuring a safe and nurturing learning environment.
• Developing strong partnerships with Parish, family, school, wider community and the natural environment.

Beliefs:
Schools are responsible 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.

Organisation:
* All employees, volunteers and contractors are required to obtain a “Working with Children Check (WWCC)”
* The WWCC is administered by the Department of Justice and replaces Criminal Record Checks previously issued by the Police Department and required only for specific categories of volunteers.
* A WWCC will be required for all volunteers who assist the school with camps, sleep-overs, sporting team coaches, inter-school sport, swimming squad, swimming programmes, regular classroom helpers and excursions.
* “Working with Children Checks” are free for volunteers and are organised directly by the person concerned. Applications forms are available from and will be processed by any participating Australia Post outlet. Applicants will need to provide a passport photo with their application and must provide 100 point identification evidence.
* This identification may include: Passport, Birth Certificate, Drivers Licence, Firearm Licence, Credit Card/Medicare Card/Health Care Provider Card
* Upon lodging a successful application, volunteers will receive a WWC ID Card (similar to your drivers licence), which is valid for five years.
* The school is required to maintain a register of all adults who assist in the school and have contact working with children. This Register is located in the Administration Office.
* Only volunteers who have a current WWCC ID Card and have registered details of this card with the school office, will be permitted to assist at the school at any regular capacity.
* Contractors that are within eye contact of children are required to have a WWC unless the contractor is supervised by someone with a check. Unsupervised tradespeople will be required to have a WWCC.
* At the beginning of each year, photocopies of VIT of all teachers and emergency teachers will be collected and names of VIT will be noted in VIT Register. This is delegated to the Administration Officer.
* Volunteers, trades people will be advised of these requirements as they they are invited into the school (before they begin volunteer or paid work.)
* Any person who has been declined a WWCC will not be able to volunteer or work on the site while children are on the premises.

To be reviewed each Pastoral Wellbeing year of review.