



STAWELL PRIMARY SCHOOL

WORKING WITH CHILDREN'S CHECK POLICY

PURPOSE

The Victorian Government has introduced Child Safe Standards for organisations that work with children. Children have the right to be safe and protected. Child abuse, and arrangements that allow it to occur, will not be tolerated. This policy is intended to comply with the minimum standard for school registration set out in **Ministerial Order 870**.

The purpose of this policy is to:

- ensure children under our care are protected from being exposed to inappropriate people;
- ensure all school staff (as defined below) engaged in 'child related work' with our students and who are required to have Working with Children Checks, do so;
- ensure that our school complies with the relevant Acts and laws and Ministerial Orders; and;
- provide an environment that is safe.

SCOPE

This policy applies to all staff, visitors, volunteers and contractors who engage in child related work at Stawell Primary School.

DEFINITIONS

Child-related work: work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

In line with Ministerial Order 870: "**school staff**" for the purpose of this policy refers to an individual working in a school environment who is:

- a) employed under Part 2.4 of the Education, Training and Reform (ETR) Act in the government teaching service; or

b) employed under a contract of service by the council of the school under Part 2.3 of the ETR Act; or c) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

“school environment” means any physical or virtual place made available or authorised by the School Council or Principal for use by a child during or outside school hours, including:

a) a campus of the school;

b) online school environments (including email and intranet systems); and

c) other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

“volunteer” means any person who voluntarily engages in school work or approved community work, without payment or reward. School work means:

a) carrying out the functions of a school council;

b) any activity carried out for the welfare of a school, by the school council, any parents’ club or association or any other body organised to promote the welfare of the school;

c) any activity carried out for the welfare of the school at the request of the principal or school council; d) providing any assistance in the work of any school;

e) attending meetings in relation to government schools convened by any organisation which receives government financial support.

Policy

Stawell Primary School is committed to child safety and to our children being principled, caring, balanced members of our community. We are committed to the safety, participation and empowerment of our children and have zero tolerance of child abuse.

Working with Children’s Checks are required by law for people who engage in child-related work, unless an exemption applies.

The law only sets out the minimum requirements for who must have a Working with Children Check and schools can require as school policy that other people who will be attending the school as visitors, volunteers, employees or contractors to have a Working with Children Check.

· All school staff must undergo Working with Children Check prior to commencing work. This includes volunteers (e.g. those involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, volunteering in the classroom, extra-curricular activities such as school sporting teams etc.) and contracted service providers as outlined in the above definition;

- All teaching staff members registered with the Victorian Institute of Teaching, undergo ongoing monitoring that satisfies Working with Children Check requirements, and are therefore exempt. Police officers are also exempt;
- School Council does not pay for Working with Children Checks. Working with Children Checks last for 5 years and are currently free of charge for volunteers;
- All people required to have a Working with Children Check are issued a Working with Children Check Card which School Council expects them provide a copy to administration and display on their person at all practicable times when working or volunteering at the school or during school related activities;
- Administration will maintain a record of volunteers with up to date Working with Children Checks.

ROLES AND RESPONSIBILITIES

Principal: The Principal has overall responsibility for ensuring all volunteers have a current Working with Children Check.

Volunteer: The volunteer has responsibility for applying for a Working with Children Check and ensuring that a current check is provided to the Office.

Office Staff: The administration staff will process and maintain an up to date register of volunteers who meet requirements, and will ensure this is shared with all classroom teachers in a timely manner.

Classroom teachers: Teachers must ensure that any person who volunteers in the classroom or for school activities has a current Working with Children Check and is listed on the Office register provided to the teachers.

Staff will regularly review the list provided from the Office.

This policy was last updated on 25.2.2020 and is scheduled for review in February 2022.