

Working with Children Check Policy

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).

The intent of this procedure is to outline which positions at Melton Primary School require a WWC check and the process to be followed.

This procedure applies to all positions at Melton Primary School including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

What is a WWC check?

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

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 our school
- the contact happens on a regular (everyday) basis;
- involve direct contact with children and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

Application process

The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria. Under the section marked 'Details of Organisation', candidates should ensure they state Melton 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.

After you have lodged your Working with Children (WWC) Check application either online or at Australia Post, it will be electronically sent to the Department of Justice. It is then verified to ensure it has been filled out correctly and that your proof of identity (POI) documentation satisfies the [Proof of identification requirements](#). Once lodged online, you will receive instructions on how to finalise your application at Australia Post or online.

If the department requires you to provide additional POI documentation you will need to return to the Australia Post outlet where you lodged your application.

If you fail to submit the required documentation your application will be deemed invalid and you cannot engage in '**child-related work**' using the application receipt. To do so would be a breach of the *Working with Children Act 2005* (the Act).

What if the application does not pass the check?

If the criminal record check reveals no relevant offences or disciplinary findings you will pass the Check, be issued with a WWC Check card and you can work with and care for children. If the department is notified of relevant offences or findings the department's assessment will include consideration of any pending charges, findings of guilt without conviction, spent convictions and offences committed as a child.

Once notified of relevant offences the department categorises your application. If you have been charged with or found guilty of a serious sexual, violent or drug-related offence known as Category 1 or 2 offences under the Act you cannot work with or care for children until the department has finalised your application and issued you with a WWC Check card.

If the department believes you should not pass the Check it will issue you with an Interim Negative Notice. If you receive an Interim Negative Notice, you can write to the department explaining why you believe you should pass the WWC Check. The department will review your submission before it makes a final decision.

The department will either issue you with a WWC Check card or a Negative Notice. A Negative Notice means you have failed the Check and cannot work with or care for children even if you are directly supervised.

If you receive a Negative Notice, you may apply to the Victorian Civil and Administrative Tribunal (VCAT) seeking a review of the department's decision.

When can the candidate commence?

Commencement in Melton 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 Melton Primary School will not be able to receive reimbursement for the cost from Melton Primary School.

Responsibilities

Melton Primary 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](#);
- upload the WWCC to Compass on the student the person is linked to
- have a photocopy of the WWC card and with details updated on Melton Primary School register (if individual is a staff member, copy to be kept on the staff member's personnel file and updated in EduPay)
- ensure suitable monitoring procedures are in place to ensure staff members and volunteers 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 Melton 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.

School register

Melton Primary School will take a copy of each WWCC and filed in the Administration Filing Cabinet as per the Staff Registers Policy. The register will be placed on the admin network.

Related Documents

[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

<https://online.justice.vic.gov.au/wwccu/>

Ratified at School Council 19th August 2020

Flow Chart for Working with Children Check.

