



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.

VIT registration and WWCC requirements

All employees of Melton Primary School employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Staff with VIT registration do **not** also require a WWCC.

All employees of Melton Primary School employed as education support staff or in roles that are non-teaching roles must have a current WWCC (unless they have VIT registration).

Employee VIT registration and WWCC details must be recorded in eduPay. Procedures for staff to enter VIT registration and WWCC details into eduPay are set out in the [Update Victorian Institute of Teaching and Working With Children Check card details](#) quick reference guide.

All volunteers and visitors (including contractors or staff placed through agencies/third parties) who are engaged in child-related work or are required to have a WWCC under our school's Volunteers or Visitors policies will be required to provide evidence of a current WWCC.

Melton Primary School employee, volunteer and visitor WWCC details will be recorded in our WWCC Register.

Any employee, volunteer or visitor who does not have a current satisfactory WWCC or VIT registration where required under this procedure, will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

School register

Our school maintains the WWCC Register the [WWC Status Checker](#) saved on our local network file- U drive.

Adding new employees, volunteers and visitors to the WWCC Register

Melton Primary School's front office staff /Business Manager/administrative staff are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer or visitor (where applicable), under the following process:

1. Record the relevant WWC clearance details in the [WWC Status Checker](#) – the person's first name can be entered into the 'Personnel #' column
2. Ensure the WWCC card type is correct (Employee or Volunteer)
3. Click "Start status check" to ensure the information provided is valid
4. Request that the employee, volunteer (or visitor if engaged to work at the school on a regular basis) access their [MyCheck account](#) to update their details to include the name of the school
5. Save the WWC Status Checker in [insert wording to describe the location of the WWCC Register at your school eg "our local network file"]
6. Retain a copy of any documentation sent by the Department of Justice and Community Safety (such as the letter of confirmation for employees and any volunteers or contractors who have listed the school on their WWCC details), and records of any other child safety suitability checks (such as reference checks) in the employee file or relevant file for visitors and volunteers WWCC information.

Upon engagement of a new employee the School Business Manager will follow the [eduPay User Guide: School Appointments](#) to ensure they are properly entered into eduPay (regardless of whether they are Department or school council employees) including:

- checking that employees have been entered correctly as either a teacher (if they are performing teaching duties) or education support staff, and that valid and current VIT registration or WWCC information (as applicable) has been entered into eduPay by the staff member
- for employees who have entered WWCC information, checking that the card type is entered as 'Employee' and verifying the WWCC details through the process outlined above.

VIT registration status is verified and monitored through a centralised process between VIT and the Department of Education and Training and our school will be informed by the Department of any change to VIT registration status that requires action.

Ratified at School Council 21st June 2023

Flow Chart for Working with Children Check.

It is mandatory that all volunteers and locally employed staff hold a current Working with Children Check.

Have a WWCC

Don't have a WWCC

Bring the WWCC to school. School to make a copy. Ensure it is a current card.

Apply online
<http://www.workingwithchildren.vic.gov.au/> or go to the post office.

Place the copy of the card in the registry.

Wait for your response. Bring a copy to school so it can be put on file.

Ensure the registry is updated. If a card has expired inform the parent/guardian.

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