



St John's Primary School

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Working With Children Check Policy

Rationale

St John's Primary School is committed to creating a **child-safe environment**. We ensure that all staff, volunteers, contractors, and visitors involved in **child-connected work** are of suitable character and do not have a criminal history that poses an unjustifiable risk to children.

Teaching staff and casual relief teachers (CRTs) registered with the **Victorian Institute of Teaching (VIT)** are screened through annual registration. This policy applies to **all adults participating in child-connected work** within the school.

Goal

To actively safeguard children by verifying that anyone authorised to perform **child-connected work** is suitable and does not pose a risk to the safety or welfare of students. The school achieves this through **screening processes** including the **Working With Children Check (WWCC)**.

Key Definitions

- **Child-Connected Work:** Work authorised by the Principal, Leadership Team, or School Advisory Council, performed in the presence of, or with reasonable expectation of, children.
- **Child-Related Work:** Work in an occupational field where contact with children is **unsupervised, direct, and part of a person's duties**.
- **Working With Children Check (WWCC):** Screens an individual's criminal record. Serious offences or adverse reports are assessed to determine suitability to work with children.

Implementation and Processes

1. Requirement to Hold a WWCC

- All non-teaching staff, contractors, volunteers, and visitors must hold a **current WWCC** before participating in child-connected work.
- Copies of WWCCs must be provided to the school **prior to commencement**.

- The school maintains records of WWCCs, including issue and expiry dates, and monitors renewals.

2. Exemptions

- Teaching staff, CRTs, and registered VIT members do **not require a separate WWCC** but must provide proof of registration.
- Acting members of Victoria Police or the Australian Federal Police (AFP) are also exempt but must provide proof of identification.

3. Employee vs Volunteer WWCC

- **Non-teaching staff and contractors:** Must hold an **Employee WWCC**. Fee reimbursement is at the Principal's discretion.
- **Volunteers and visitors:** Must hold a **Volunteer WWCC**, which is free. Volunteers may upgrade to an Employee WWCC if required.
- Non-teaching staff or contractors **cannot conduct child-connected work** with a Volunteer WWCC.

4. Maintenance and Monitoring

- WWCCs are checked at the start of each school year and reviewed regularly
- The school contacts cardholders prior to expiry to ensure renewal.
- Individuals with expired or suspended WWCCs **cannot participate in child-connected work** until a new WWCC is provided.

5. Responsibilities of Staff, Volunteers, and Contractors

- Apply for a WWCC **before undertaking child-connected work**
- Provide a copy of the WWCC to the school and include St John's as the organisation
- Notify the Principal immediately if their WWCC status changes or if charged with a relevant offence
- Ensure WWCC renewal **before expiry**

Privacy

All WWCC information is managed securely and confidentially in accordance with the **Privacy and Data Protection Act 2014**.

Evaluation

This policy is reviewed regularly as part of the school's **School Development Plan**.

References

[Ministerial Order No. 870 – Child Safe Standards](#)
[Victorian Working With Children Act 2005](#)
[Victorian Government Privacy and Data Protection Act 2014](#)
[Working With Children Check website](#)