



4.29 WORKING WITH CHILDREN CHECK

POLICY

Beaumaris North Primary School welcomes and greatly values parental involvement in our school with a wide range of programs and activities in and around the school. To ensure all children are safe in their place of learning BNPS must establish and implement policies to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a Working with Children Check (WWC Check).

If a volunteer's occupation exempts them from the requirement to also have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check, Beaumaris North Primary School may also consider it necessary that a criminal record check is conducted through the Department of Education & Training. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. Beaumaris North Primary School covers the cost of the criminal record check.

PURPOSE

A volunteer school worker is a person who without payment or reward, voluntarily engages in:

- School Council functions
- Activities for the welfare of the school at the request of the Principal or School Council
- Council
- School work
- Attends state or regional meetings.

IMPLEMENTATION

1. The WWC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.
2. To be a volunteer at Beaumaris North Primary School a Working with Children Card provided by the Department of Justice is required. This card is:
 - Valid for 5 years.
 - Transferable between volunteer organisations.
 - Free of charge for volunteers, but cannot be used for paid employment.

3. This policy applies to **parent volunteer positions** in and around the school e.g. Literacy groups, [Uniform Shop](#), [Bike Education](#), [Excursions](#), [Head Hunters](#), [Sports Days](#), [Student Disco](#), [Class Reps](#), Fete, Working Bees, FAC & Parents' Club activities etc.
4. A volunteer can commence work at Beaumaris North Primary School when the WWCC has been presented at the office, photocopied and placed on file for the school records.

References: <http://www.workingwithchildren.vic.gov.au/>

Ratified by School Council November 2016

Next Review Date 2019