

Montmorency Secondary College

WORKING WITH CHILDREN CHECK POLICY

Preamble

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good staff selection, supervision and training practices (including rigorous reference checking).

The intent of this procedure is to outline those positions at Montmorency Secondary College (MSC) that require a WWC check and the process to be followed. The procedure applies to all positions at MSC including non-teaching, volunteer, honorary, consultant and contractor positions.

Definitions

Child: a person who is under the age of 18 years; Student: any child who is enrolled at MSC.

What is the 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 (see examples below):
 1. *Teachers who are currently registered with the Victorian Institute of Teaching (VIT) are exempt from the WWC Check*
 2. *Parents volunteering in an activity in which their child participates, or normally participates, are exempt from needing a WWC Check.*

Note: Education Support staff and School Council employees are required to have a current WWC Check.

What is the 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 name Montmorency Secondary College.

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

Further information about the application process is available on the [Department of Justice webpage](#).

What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake 'child-related work' or work at the school.

When can the candidate commence?

Working at MSC is conditional upon receipt of a successful Assessment Notice or WWC Check card. 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 at MSC will not receive reimbursement for the cost from the school.

Responsibilities

The 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](#);
- have a photocopy of the WWC card and with details updated on the school register (if individual is a staff member, copy to be kept on the staff member's personnel file)
- ensure suitable monitoring procedures are in place to ensure staff members 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 MSC
- 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.

What is the difference between a WWC Check and a police records check?

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.

A non-exempted staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check. Further information is available from the Working with Children information line on 1300 652 879

School Register

The School will take a copy of each WWCC and filed in the Administration Filing Cabinet. The register will also be placed on the admin network.

Evaluation

This procedure is to be reviewed on a three yearly basis, or earlier if circumstances or Department policy changes.

Ratified by School Council: 26th November, 2014

FLOWCHART for WORKING WITH CHILDREN CHECKS

NB:
 It is mandatory that
 All volunteers and Locally
 Employed staff hold current
 Working with Children Checks.

Business Manager has primary
 responsibility for checking and
 processing WWCCs.

All Administration staff are also
 responsible for fully
 implementing this process in
 the event of the Business
 Manager's absence or at the
 instruction of the Business
 Manager.

