

Working with Children (WWC) and Criminal Record Check Policy

(Ratified by School Council: July 2026)

PURPOSE:

To ensure that volunteers, staff, contractors and people coming into direct contact with students meet legal requirements.

GUIDELINES:

- The WWC and Criminal Records Check Policy for Glen Waverley Primary School is based on the guidelines provided within the **DE School Policy and Advisory Guide: Working with Children Checks and other Suitability Checks for School Volunteers and Visitors**
<https://www2.education.vic.gov.au/pal/suitability-checks/policy>
 - A Working with Children Check (WWC Check) and a Criminal Record Check is automatically undertaken for teachers to gain their VIT (Victorian Institute of Teaching) Registration, allowing them to teach within Victorian Schools.
 - This policy applies to volunteers, staff, contractors, members of school council and people coming into direct contact with students; who do not hold a current VIT Registration.
 - All volunteers are required to **provide evidence** of their suitability if requested. This evidence is generally a working with children check (WWC Check).
 - To be a volunteer at a school a WWC Card provided by the Services Victoria is required.
 - This card is:
 - valid for 5 years
 - transferable between volunteer organizations
 - free of charge for volunteers, but cannot be used for paid employment.
- Note:** WWC Checks for paid employment can be used to show suitability for volunteer work.
- If a volunteer's occupation exempts them from the requirement to also have a WWC check (e.g. police officers, teachers and emergency services) they must provide evidence to support their claim to an exemption.
 - The WWC Check is the minimum checking standard set by the **Working with Children Act 2005** for those who work with children, either on a paid or voluntary basis.

- In addition to a WWC Check a school may also consider it necessary that a criminal record check (Police

Records Check) is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences or driving offences, which are not part of the WWC Check. Any Education Support staff that are provided with financial delegation must undergo the criminal record check. The school covers the cost of the criminal record check.

IMPLEMENTATION:

Personnel

- It is the responsibility of the Systems Operations Leader and the Office Manager to ensure that Casual Relief Teachers present their VIT Registration upon signing into the school.
- All visitors to the school, including but not limited to contractors, volunteers and casual relief teachers must sign in at the School Office and wear a visitor's badge during their time in the school grounds. They must then sign out and return their badge upon leaving the school premises.
- A volunteer is a person who, without payment or reward, voluntarily engages in but not limited to, activities such as:
 - School Council functions
 - activities for the welfare of the school at the request of the Principal or School Council
 - school work; such as helping in class or attending excursions
 - attending state or regional meetings as a representative of the School.

Exemptions

- A person in the school on a short-term basis, such as delivery of goods, who does not possess a WWC Check must always be under the direct supervision of a staff member.

RELATED LEGISLATION:

Working With Children Act 2005

RELATED POLICIES:

Equal Opportunity, Discrimination and Harassment Policy

POLICY EVALUATION:

Evaluation will be conducted every two years by the Policy Review (Education) Sub Committee of the School Council.

DUE DATE FOR REVIEW:

Due for review in July 2028.