

Working with Children (WWC) and Criminal Record Check Policy

(Ratified by School Council: July 2025)

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 in order 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 Department of Justice 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 be under the direct supervision of a staff member at all times.

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 2027.