

Visitor/ Volunteers/ Working With Children Check Policy



Rationale

- As of the 1 January 2008, all schools are required to comply with the Working with Children Act 2005, and ensure that any person unsuitable to be involved in 'child related work' does not do so.
- All staff appointments are subject to a Working with Children Check.
- Volunteer helpers who assist with school programs unsupervised must have a Working with Children Check

Aims

- To ensure the provision of a safe and secure environment for the students.
- To identify volunteer helpers who have received a clearance by the police.
- To ensure all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

Philosophy:

Red Cliffs Primary School values and encourages the partnership between the school and families in their children's development and learning. It also seeks to create strong partnerships between community services, schools, business and the broader community who have an interest in improving educational outcomes for students.

Interaction between the school and the community inevitably leads to the presence of a range of visitors in the school. These may typically include parent and community volunteers; invited speakers; sessional instructors; representatives of community, business and service groups; prospective parents and employees; and local members of State and Commonwealth Parliaments. Others, including external therapists, employees of relevant children's services agencies, trades people, talent scouts for sporting and arts organisations, official school photographers, commercial salespeople such as booksellers and uniform suppliers may also be present in schools from time to time over the school year.

All personnel who are not regular employees of the Department of Education and Training & Red Cliffs Primary School can be regarded as visitors.

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

- School Council functions
- activities at the request of the Principal or School Council
- school work.

Red Cliffs Primary School acknowledges that there are potential risks in allowing visitors into the school, including visitors who are members of students' families or members of the local community. The Principal is responsible for ensuring the safety and privacy of students at all times.

This policy will support the school in the effective management of visitors at the school premises and to ensure they meet legal requirements.

Implementation – Working With Children’s Check

- As of 1 January 2008, all workers or volunteers related in ‘child related work’ must undergo Working with Children checks prior to commencing work.
- To be performing ‘child related work’ means if you work or volunteer at a school or school related activities, and you volunteer or do this work on a regular basis, and you have direct contact with children under 18yrs of age which is unsupervised, and you do not qualify for an exemption.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies Working with Children check requirements, and are therefore exempt.
- All parents who volunteer to work unsupervised at Red Cliffs Primary School require a Working with Children check.
- The School requires that all school visitors and volunteers working with children in the school or on excursions unsupervised hold a valid WWCC Card. The WWCC 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. Volunteers can commence work in a school when they provide a receipt as proof they have applied for a WWCC with the Department of Justice. School Council does not pay for Working with Children checks, which are free to volunteers.
- WWC Register will be checked at the commencement of each school year to ensure all WWC cards are valid for the new school year.
- The Principal or nominee will ensure a copy of the WWCC Card will be retained in the school office.
- If a volunteer’s occupation exempts them from the requirement to also have a WWCC e.g. police officers, teachers, they must provide evidence to support their claim to exemption.
- A school may also consider it necessary that a criminal record check is conducted through the Department of Justice. This may occur when possible offences are relevant to the duties of a volunteer, for example dishonesty offences, which are not part of the WWCC. The school covers the cost of the criminal record check.
- All people required having Working with Children checks are issued a WWC Check Card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities.
- School Council will maintain a record of volunteers with up to date WWC Checks.
- School Council requires that all volunteers directly involved in school camps, excursions, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc. to all have Working with Children checks.
- School Council will consider other activities such as incursions on a case-by-case basis.
- The teacher in charge of organising the camp/activity is responsible for the management of this process

Implementation – Visitors & Volunteers

- All visitors during class hours (8:45 am – 3.15 pm) will be required to register their arrival at and departure from the school in the Red Cliffs Primary School visitor’s book. This includes printing their name, recording the date and time of entry to and departure from the school.
- Where it is impractical for visitors to sign in, e.g. school assemblies, music concerts, sports events, *etc.*, it is expected that the Principal or their nominee approves their presence and the purpose of their visit.
- All registered visitors will be issued with a visitor pass which must be visible at all times.
- Regular visitors to the school will be informed about school routines and processes including Emergency Management and Occupational Health and Safety. Visitors are expected to conduct themselves in a manner consistent with the Red Cliffs Primary School *Values, Behaviours and Expectations*.
- The school will provide training sessions and information for volunteers. Volunteers are encouraged to access this information.

- No visitors will be allowed to photograph children without parental permission in accordance with the *Privacy Act*. This does not preclude parents photographing their own children at school events such as concerts, assemblies and sporting events.
- The admission of any visitor to the school is at the discretion of the Principal.
- The Principal shall determine the level of disruption to the function of the school in relation to the potential benefits to the school.
- The Principal is responsible for visitors allowed into the school.
- The Principal shall have the right to refuse access to the school to any visitor who has the potential to cause controversy within the school or broader community.

Evaluation

This policy will be reviewed as part of the school's three year review cycle or as required due to changes in relevant Acts or as needed due to changes in legislation or DET directives.

This policy was last ratified by School Council in....

May 2016