



“Working With Children Check”

POLICY & PROCEDURES

STATEMENT

The WWC Check helps to protect children (under 18 years of age) by requiring those who do certain types of child-related work, including volunteer work, and some practical training to pass a WWC Check.

The WWC Check helps to protect Children from sexual or physical harm by checking a person’s criminal history for various offences and findings from certain professional disciplinary bodies. The Check on individuals is monitored by the Department of Justice, and creates in Victoria a mandatory minimum standard for a range of child-related industries.

St Mary’s Coptic Orthodox College appreciates the valuable contribution volunteers make to the school. Their contributions not only enhance the school’s resources, but assist in maintaining the ethos upon which the school was founded.

THE LAW

This Policy relates to the School’s obligations under the ‘Working with Children Act 2005’ as enacted by the Victorian Government.

It is an offence for the School to engage a person with a ‘Negative Notice’.

St Mary’s Coptic Orthodox College is committed to protecting the rights of any person to natural justice.

PRINCIPLES

The commitment to School volunteers involves considerations not only in relation to the volunteers themselves, but also with respect to the protection of students of the school.

The policy, and subsequent procedures regarding the services volunteers may offer, must be adhered to by all staff.

In relation to students, a duty of care arises out of the teacher–student relationship that has developed historically from the notion that teachers stand in the place of parents or “loco parentis”. This principle has been defined further in Victoria to exist at all times while the teacher–student relationship exists. That is, it exists at any time when the teacher can be deemed to have control over the student.

The duty of care extends not only to the physical well being of the student but also relates to their emotional care and academic learning.

DEFINITION

Volunteers offer many services within the school community. They offer assistance as:

- Excursion Volunteers
- Sports/Games assistants
- Reading support assistants
- Classroom support assistants
- Assisting with school functions/activities
- Library assistance
- Canteen assistance
- Music Teachers
- Singing Teachers
- Religion Teachers

Whilst most volunteers at the school are parents of children attending the school, at times other members of the wider community offer regular services.

IMPLICATIONS OF THE POLICY

Most parents whose children attend St Mary’s Coptic Orthodox College will at some time, especially while their children are attending the School, require a WWC Card.

All regular volunteers listed in the above categories, and others, are required to obtain a WWC Card.

IMPLEMENTATION OF THE POLICY

St Mary’s Coptic Orthodox College is required to provide a safe working environment for volunteers at the school, and maintain the required copies of evidence of all Volunteer WWC Checks. ***Paid non-teaching staff also fall under this category.*** (see Procedures)

RESPONSIBILITIES

Staff who wish to engage the services offered by volunteers need to take the following steps.

1. Complete in writing the required form(s) for the Head of Primary/Head of Secondary, regarding specific volunteer details. eg Excursions
2. Present the Volunteer's evidence of the WWC Card if not already lodged, to the Head of Primary/Head of Secondary, as listed under 'Procedures'.

St Mary's Coptic Orthodox College has an obligation to ensure that all Staff and Parents, and all others who come under the Act are informed and understand the Policy.

PROCEDURES

Due to Workplace Health & Safety considerations, the staff member supervising the volunteer is required to advise the School Office either in the Primary School or Secondary School where appropriate, when volunteers are in the school. Supervisors are also to ensure that the name of the volunteer is recorded in the Volunteer Register at the School Office.

Volunteers should:

- Obtain 'Application Form and Guide' from the nearest Australia Post Outlet
- Complete the 'Application Form'
- Submit the 'Application Form' with proof of identity documents and a Passport size photo
- Pay fee if applicable (paid employees & self employed) Free to Volunteers
- Take receipt to School Office and photocopy for WWC file
- Volunteers who 'pass' the Check will receive an 'Assessment Notice' and a WWC Card
- Present WWC Card and 'Assessment Notice' at the School Office and photocopy for WWC file
- Negative Notices must be reported to the School

TIMELINE 2007/2008

1. **1st of February, 2007.**
Volunteer Record Book established.
2. The following WWC Checks for those listed below should be completed.

Existing personnel:
Secretaries
Classroom Support Volunteers
Canteen volunteers
Library Assistants
Bus Drivers
Excursion volunteers
Any other volunteers

Other visiting Teachers (if not VIT members)

2. 1 June 2007

New personnel
Primary School volunteers
New volunteers

3. 1 September 2007

Regular Contractors
Construction Site Supervisors

Document No:	6.4
Date of Acceptance:	January, 2007
Review Date:	October, 2009
Major Review Date:	July 2012
