



CASTLEMAINE SECONDARY COLLEGE WORKING WITH CHILDREN CHECK POLICY 2012

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References	Victorian Government Schools Reference Guide

Preamble

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

The intent of this procedure is to outline which positions at Castlemaine Secondary College require a WWC check and the process to be followed.

This procedure applies to all positions at Castlemaine Secondary College including volunteer, honorary, consultant and contractor positions. Any reference to 'candidates' also extends to staff currently occupying a position.

Definitions

Child: a person who is under the age of 18 years.

Student: any child who is enrolled at Castlemaine Secondary College.

Guidelines to WWC

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 five 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.

At Castlemaine Secondary College, a WWC check is required for positions that meet any of the following criteria:

- involve contact with children at Castlemaine Secondary College that occurs on a regular (everyday) basis;
- involve direct contact with children and this contact is not directly supervised;
- engage in activities or work contracted by the school that occurs on a regular basis;
- the position does not qualify for an exemption as listed under the act; or
- as requested by the College administration.

WWC Check and Police Records Checks

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 five 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 staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check.

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 state Castlemaine 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](#).

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 Castlemaine Secondary College.

Candidates who are required to undergo a WWC check as a condition of working or volunteering at Castlemaine Secondary College will not be able to receive reimbursement for the cost from Castlemaine Secondary College.

Commencement of Duties

Commencement at Castlemaine Secondary College is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Responsibilities

Castlemaine Secondary College 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 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 Castlemaine Secondary College.
- notify the Principal 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.

Related Documents

- Working with Children Act 2005 (Vic)

Further information is available from the [Department of Justice Working with Children webpage](#) or the Working with Children information line on 1300 652 879

FLOWCHART for WORKING WITH CHILDREN CHECKS

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

**Request Working With
Children Check
(WWCC)**

WWCC Card is
provided.

Photocopy
card

Check that the card is
current and the photo is of
the volunteer/staff.
If card is current - green
If card is not current - red

File photocopy
alphabetically in
WWCC folder in BM
office

Add all the details on the WWCC Register.
Hard copy to be kept in personnel files.

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.

Does not
hold
WWCC.

Provide the volunteer/staff with
an application or direct them to
the Post Office to collect a form.

Instruct the volunteer/staff to
lodge the completed form at the
Post Office.

Inform the volunteer/staff to
bring the WWCC to the office
when they have received it.

WWCC Card is
provided.

