Philosophical Basis:
Children have a right to be safe in their places of learning. The Working with Children (WWC) Check helps to protect children from sexual or physical harm by checking a person's criminal history for serious sexual, violence or drug offences and findings from professional disciplinary bodies. The introduction of the WWC Check creates a mandatory minimum checking standard across Victoria.

Guidelines:
Individuals will need to apply for a WWC Check if they are an employee, volunteer or self-employed person who works in, or in connection with, any of the 20 child-related occupational fields listed in the Working with Children Act 2005. This work must also usually involve (or be likely to involve) regular, direct contact with a child, where that contact is not directly supervised. Those who fall into any of the following categories do not need a WWC Check, even if they come into contact with children in the course of their work. A WWC Check is not needed for those who are:

- under the age of 18 years.
- a parent volunteer whose child ordinarily participates in the activity.
- a sworn police officer who is not suspended from duty.
- a teacher who has current registration with the Victorian Institute of Teaching.
- closely related to each child they have contact with in their child-related work.
- an 18 or 19 year old student volunteer where the volunteer work is at or has been organised by the educational institution.
- usually living and working in another state or territory and are visiting Victoria to engage in child-related work
- some accredited drivers under the Transport (Compliance and Miscellaneous) Act 1983.

Notwithstanding the above exceptions, the school will require all volunteers attending overnight school camps to apply for a WWC Check if they have not already had one.

Implementation:
The Principal or delegate must:

- ensure all employees or volunteers who are required to get a WWC Check do so at the correct time, which is indicated in the phasing plan at http://www.justice.vic.gov.au
- where employees or volunteers are not required to get a WWC Check because their contact with children is directly supervised, ensure the supervisor has a WWC Check unless an exemption applies. For example, the supervisor may be a registered teacher with the Victorian Institute of Teaching, making him/her exempt.
- ensure that employees or volunteers issued with a Negative Notice do not undertake child-related work as defined by the Working With Children Act 2005.
- record the employee's and volunteer’s unique Application Receipt Number received when they submit their application. The Act enables a person to continue or commence work while their application is pending.
- confirm that the employees and volunteers have been issued with an Assessment Notice after WWC Check applications have been assessed by the Department of Justice.
- sight the employee’s or volunteer’s WWC Check Card and enquire on the status of their Card Number to verify that they have passed the Check.
- record the employee's or volunteer’s WWC Check Number, which is different from their Application Receipt Number.
- develop internal processes in the event of an existing employee or volunteer being issued with an Interim Negative Notice or Negative Notice.

Evaluation:
- Records will be maintained of all employees and volunteers at the school in relation to their status regarding Police Checks and Working with Children (WWC) checks.
- This policy will be reviewed every three years as part of the policy review cycle.

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