
<i>Policy:</i>	<i>Working With Children Check Policy</i>
<i>School:</i>	<i>Benalla P-12 College</i>
<i>Section:</i>	<i>General 1.7</i>
<i>Version:</i>	<i>Two</i>

Working with Children Check Policy

Preamble

The Working with Children Check (WWCC) 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 Benalla P-12 College require a WWCC and the process to be followed.

This procedure applies to all positions at Benalla P-12 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 Benalla P-12 College

What is the WWCC?

The WWCC verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWCC is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWCC is administered by the Department of Justice.

When is a WWCC required?

A WWCC is required for positions that meet all of the following criteria:

- involve contact with children in connection with Benalla P-12 College
- the contact happens on a regular, not incidental to, but normal part of providing a service or activity for children;
- involve direct contact with children and this contact is not directly supervised; and
- the position does not qualify for an exemption as listed under the act.

What is the application process?

The candidate must complete an online Working with Children Check application, then provide proof of identification at an Australia Post outlet. Under the section marked 'Details of Organisation', candidates should ensure they state Benalla P-12 College. If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWCC check card 2-3 weeks later.

Further information about the application process is available on the [Department of Justice webpage](#).

What if the applicant does not pass the check?

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 WWCC and cannot undertake 'child-related work' or work at Benalla P-12 College.

When can the candidate commence?

Commencement at Benalla P-12 College is conditional upon receipt of a successful Assessment Notice or WWCC card. Any queries should be directed to the Principal.

Who pays for the WWCC?

Candidates who are required to undergo a WWCC as a condition of working at Benalla P-12 College will not be able to receive reimbursement for the cost from Benalla P-12 College.

Responsibilities

The Human Resources Manager as delegated by the Principal must:

- identify all staff who require a WWCC;
- ensure existing staff and volunteers are informed of the requirement to undergo the check;
- ensure prospective staff and volunteers have passed a WWCC before commencement;
- check the card's validity on the [Department of Justice webpage](#);
- place a photocopy of the WWCC card in the staff member's personnel file and in the school WWCC Register.
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWCC
 - at all times.

The staff member or volunteer must:

- provide the successful WWCC card prior to commencement at Benalla P-12 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 WWCC before their card expires.

FAQs

What is the difference between a WWCC and a police records check?

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWCC is valid for 5 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 WWCC. Broadly, the WWCC considers serious sexual and violent drug offences.

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

Related Procedures

- [Police Records Check Procedure](#)

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.

PROCESS FOR MAINTAINING A WORKING WITH CHILDREN CHECK REGISTER

It is important that registers are maintained accurately for the safety and wellbeing of the school community.

WORKING WITH CHILDREN CHECKS REGISTER

1. The Human Resources Manager will maintain a data base containing the following information.
The data base will be saved on our staff shared drive:
 - Name
 - WWC ID Number
 - Date received
 - Expiry date
 - Volunteer or Employee status
2. The WWCC database will be reviewed and updated at the beginning of each school year, and regularly updated during the year as required.

Staff Information and Maintenance of Data Collection

In managing staff information in relation to training, qualification and suitability to undertake certain duties, Benalla P-12 College will comply with the following DEECD standards and recommendations:

Standard	Authority
Nominate a person for the management and review of information pertaining to staff data and personal details	Principal Class Business Manager HR Manager
Regularly review the sort of information the school collects, how it is used and with whom it is shared	Policy Statements , developed by Principal Class Team, ratified by School Council
Adhere to the DET Privacy Policy to deal with privacy and access to information issues.	Principal Class DET Privacy Policy
Reviewing the school's data security arrangements	Principal Class
Ensuring all staff, including volunteers, are aware and compliant with school policy	Principal – see policy communication schedule
The Department and School Councils have legislative obligations under the Act with respect to ensuring certain volunteers and employees have applied for, and received, a WWC Check.	Principal Class Team Business Manager HR Manager
Provide first aid facilities and sufficiently trained staff in first aid, under the provisions of the <i>Occupational Health and Safety Act 2004</i> and the Department's <i>First Aid Policy</i>	Principal

Basis for discretion:

The basis for discretion lies with the Principal as an operational matter.

Date ratified by Benalla P-12 College Council: 27 March, 2017

Recommended date for review: March, 2019

Date Implemented:	October, 2014
Reviewed and Amended Version One	March, 2017

FLOWCHART for WORKING WITH CHILDREN CHECKS

NB: It is mandatory that all volunteers, ES staff & locally employed contractors hold a current Working with Children Check.
(WWCC for teaching staff is included in VIT Registration)

