



# Working With Children Checks Policy

## POLICY STATEMENT

Schools are required to comply with the Working with Children Act 2012 and ensure that any person unsuitable to be involved in 'child related work' does not do so.

## AIMS

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students and who are required to have Working with Children Checks, do so
- To ensure that our school complies with the relevant Acts and laws.
- To provide an environment that is safe.

## PROCEDURES

- As of 15 June 2013, all workers or volunteers related in 'child related work' must undergo Working with Children checks prior to commencing work.
- You are considered to be performing 'child related work' 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.
- In addition to the WWCC requirements, workers who are engaged in child-related work as a paid employee may be required to provide a National Criminal Records Check requirement to determine their suitability for employment or engagement.
- This policy applies to people who are employed or engaged (or who are seeking to be employed or engaged) in child-related work with Abbotsford Community Centre Incorporated, in any one of the following capacities:
  - As a paid employee;
  - As a self-employed person or as a contractor or subcontractor;
  - As a volunteer;
  - As a person undertaking practical training as part of an educational or vocational course (other than as a student undertaking work experience);
  - As a minister, priest, rabbi, mufti or other religious leader or spiritual officer of a religion or other member of a religious organisation
- All people required to have Working with Children checks are issued a WWC Number which needs to be given to the Centre.
- The Centre will maintain a record of volunteers with up-to-date WWC Checks.
- The Centre requires that all volunteers directly involved in camps, excursions, sleep-overs, transport of students without staff members present, extra-



curricular activities such as Centre sporting teams etc all have Working with Children Checks.

- The Centre will verify employees WWCC every 6 months

## CONSIDERATIONS

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
16 358		Child Protection Policy Staffing	

## ENDORSEMENT BY THE SERVICE

Approval date: Jul 2022 \_\_\_\_\_

Date for Review: Jul 2023 \_\_\_\_\_