



GLENDAL PRIMARY SCHOOL

Working With Children Check Procedures

To meet the requirements of the National Law and National Regulations, a current Working with Children Check card or verification that the person's Working With Children Check is current via the Department of Justice Working with Children Check website is required. The stamped receipt issued by the Department of Justice on lodgment of an application for a Working with Children Check is not acceptable.

It is an offence under the Working with Children Act 2005 to knowingly undertake child-related work or to engage a person in child-related work without a current assessment notice or card. The definition of 'direct contact' with children includes oral, written and electronic communication as well as face-to-face and physical contact.

A person moving from one state or territory to another must comply with the relevant working with children law in that state or territory.

Persons who are registered as a teacher with the VIT in accordance with the Education and Training Reform Act 2006 are not required to have a current Working with Children Check.

All staff working at Glendal Primary School are required to hold a current VIT (teaching staff) or WWCC (Staff who are not teachers and all volunteers).

All educational, sporting and other providers to students at Glendal Primary School are required to hold a current WWCC.

All volunteers (including parents) working and helping at Glendal Primary School, including on-site and off-site activities, excursions, camps etc are required to hold a current WWCC regardless of whether they are being supervised by a teacher or another adult with a WWCC or VIT.

If a Working with Children Check cannot be issued to an educator or volunteer because of their age, that is they are under 18 years of age, they are not required to have a Working with Children Check. In this case the educator must be under the immediate supervision of an educator who has attained the age of 18 years and holds (or is actively working towards) an approved diploma level education and care qualification (regulation 358(2)).

Contractors (for example, gardeners or handymen) who are not employed, appointed or engaged to work in or as part of an education and care service may remain at an education and care service premises without holding a Working with Children Check (section 170(5)(e)).

Where provider approval has been granted in a state other than Victoria, the approved provider is required to obtain a Working with Children Check if they will be directly providing education and care to children in Victoria.

The school will keep a current register of WWCCs.