



HEATHDALE CHRISTIAN COLLEGE LTD

WORKING WITH CHILDREN GUIDELINE GP 05.6

February, 2007

1. Introduction

This Guideline is in place to guide the staff of Heathdale Christian College ('the College') as to the requirements of the *Working with Children Act 2005* that will require the College to conform to it when either employing staff or using any volunteer that works or assists with the College and has access or the potential for access to children in the care of the College.

Each person defined by this Guideline is required to submit to the Working With Children (WWC) Check ('the Check') and an up-to-date Check must be produced for the College on demand.

The WWC Check verifies the holder of the Check is free from serious sexual, serious violence, and serious drug related offences or charges. Professional disciplinary findings (such as Teacher deregistration, Serious Misconduct ruling etc from VIT or other relevant local and interstate bodies).

This Guideline supersedes the *Policy on Criminal Conviction Checks on Staff & Volunteers* November 2000.

2. Who Does the Working With Children Check Apply to?

- 2.1. This guideline does NOT apply to teachers in the employ of the College that have a Victorian Institute of Teaching (VIT) Full Teachers Registration or a 'Permission to Teacher' classification by VIT.
- 2.2. Any other person 18 years old or older, employed by the College in whatever capacity the College employs them;
- 2.3. Any person 18 years of age or older who volunteers to work, or help in the College on a regular basis;
- 2.4. Any person 18 years of age or older who has direct contact with the students in the care of the College for any period of time;
- 2.5. Any person 18 years of age or older who has the potential for contact with students in the care of the College for any period of time. This includes parents that accept billets from other schools on behalf of the College;
- 2.6. Any person 18 years of age or older who is a regular contractor to the College, or is a contractor that regularly works or is present in schools as part of their work will be required to have a WWC Check.

3. If a Person Does Not Have a Working with Children Check?

Any person who cannot produce adequate proof of a WWC check, or does not have a copy of a current WWC check on the College file will either;

- 3.1. not be employed or used as a volunteer or as a contracted worker;
- 3.2. or on suspicion that an employee does not possess adequate WWC Checks, or on application for a WWC Check the College receives an Interim Negative Notice from the Department of Justice, the employee will be stood down on full pay until it can be

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verified with a Negative Notice from the Department of Justice that the employee is ineligible for a WWC Check, the employee will then will be dismissed or re-instated (as the case may warrant);

- 3.3. or on suspicion that a volunteer does not possess appropriate Checks, or an Interim Negative Notice is received on the volunteer, the College will not use or deploy the volunteer until the volunteer can produce appropriate WWC checks.
- 3.4. In all of section 3 of this Guideline, the College will maintain a high level of confidentiality as regards the results and the process of the WWC checks.

4. What will be required of the College Employees?

- 4.1. As regards existing teachers;
 - 4.1.1. they must have a current VIT registration (at their own expense);
 - 4.1.2. they must submit to an additional regular (5 Yearly) Police check (funded by the College).
- 4.2. As regards other existing employees:
 - 4.2.1. They are required to have a current WWC Check. Initially the College will fund 50% of the cost of this Check.
 - 4.2.2. they must submit to an additional ongoing regular (5 Yearly) Police check (funded by the College).
 - 4.2.3. They must provide ongoing regular WWC Checks and as stipulated by WWC Legislation requirements (and at their own expense).
- 4.3. An applicant for employment;
 - 4.3.1. will produce their own Police Check and either a WWC Check or a VIT registration (as required) on application for employment. This will be at their own expense.
- 4.4. The College will at their discretion order bulk WWC Checks or VIT Registration requirements of staff as it sees fit, and as is required by legislation, and at the employees expense.

5. What will be required of Volunteers?

- 5.1. All parents will be encouraged to apply for a WWC Check.
- 5.2. All WWC Checks by volunteers and contractors will be copied and kept on record at the College.
- 5.3. Although the College will assist all employees and volunteers with gaining WWC checks or VIT registration verification, the onus of responsibility of providing these will always lie with the employee.

6. Conclusion:

The requirements of this legislation may initially seem daunting, but will ease once we have made the adjustment to our operation. The College will need to resource help with our added responsibilities in this area. It is an added safety barrier that we will be happy to conform with. This extra layer of care is welcomed so that we can be more sure of the safety of children in our care, and that we clearly demonstrate that the safety of children has the highest priority in our thinking and practice.

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