



Date written: 2001
School Council Ratified: 14 MAY 2018

Date reviewed: 2018
Next review: 2020

**This policy has been developed by members of School Council.
This includes both parent and DET representatives.**

POLICY

Greenhills Primary School welcomes visitors and parent helpers to support school programs and activities whilst taking appropriate measures to ensure the safety of students.

PURPOSE

The purpose of the 'Working with Children Check' policy is to:

- Comply with DET principles and legislation to ensure the safety and privacy of all students, staff, parents and volunteers.
- Ensure as much as possible the safety of all students participating in school activities.
- Ensure as much as possible that parents/ guardians and staff are confident that all reasonable steps have been undertaken to secure the safety of students participating in school activities.

IMPLEMENTATION

- All visitors will comply with the Greenhills Primary School 'Visitors to School' policy, not including school community social functions where parental supervision is expected and assumed.
- All visitors who are working with students except the following must hold a valid current WWCC card. (Official confirmation from the Justice Dept. that the card is forthcoming will suffice until the card arrives).

Student volunteers – a student who is under the age of 18 doing volunteer work organised by or held at the same educational institution they attend.

Parents volunteering in an activity in which their child participates or normally participate.

Family members and people who are closely related to the child:

Parent, spouse or domestic partner, step-parent, mother-in-law or father-in-law, grandparent, uncle or aunt, brother or sister, including half siblings, step siblings, brother-in-law or sister-in-law.

Teachers

Registered teachers or teachers who have permission to teach from the Victorian Institute of Teaching under Part 2.6 of the *Education and Training Reform Act 2006*.

Police officers

Sworn Victoria Police officers or sworn Australian Federal Police officers.

Incursions/Excursions/Camps



All incursions, excursions and camps must be supervised by teachers.

- The card, or confirmation, will be copied by Greenhills Primary School office staff before the visitor is permitted to work with any students.
- The staff member who is organising the visit is responsible for checking that visitors have a current WWCC.
- Holders of a current Victorian Institute of Teaching (VIT) membership or serving members of the Victorian Police do not require a WWCC but must present their relevant documentation for recording in the "Visitors Register" which is kept at the office, with the exception of visiting CRT (Casual Relief Teachers).
- VIT details for CRT's will be held in a folder specifically for CRT information.

Visitors may typically include parent and community volunteers; invited speakers; sessional instructors; representatives of community, business and service groups; local members of State and Commonwealth Parliaments.

REFERENCES

<http://www.education.vic.gov.au/management/governance/spag/safety/supervision/visitorsinschool.htm>

EVALUATION & REVIEW

The Greenhills Primary School Working with Children Check Policy will be reviewed every two years or more often if necessary due to changes in legislation or circumstances.