

## WORKING WITH CHILDREN (WWC) CLEARANCE



If you need help to understand the information in this policy, please contact the school on 9547 1224



### PURPOSE

The purpose of this policy is to:

- 1.1 provide an environment that is safe: ensuring that children under the care of the school are protected from being exposed to inappropriate persons
- 1.2 ensure that all people engaged in 'child related work' with students and, who are required to have a Working With Children Clearance, do so
- 1.3 ensure that the school complies with the relevant acts and laws

### GUIDELINES

- 1.1 All workers or volunteers employed in 'child related work at Athol Road Primary School' must have a Working With Children Clearance prior to commencing work
- 1.2 'Child related work' applies to workers or volunteers (who do not qualify for an exemption) who work at a school or are involved in school related activities that are done on a regular basis, undertaken in direct contact with children under the age of 18 years and which are unsupervised
- 1.3 Exemptions:
  - 2.3.1 All teaching staff members are registered with the Victorian Institute of Teaching and undergo ongoing monitoring that satisfies Working with Children Clearance requirements and are therefore exempt.
  - 2.3.2 Parents who volunteer in relation to an activity in which his or her child ordinarily participates (eg. classroom reading) are also exempt. If the same parent volunteers in a class or activity in which his or her child does not ordinarily participate, then a WWC Clearance is required.
- 2.4 School Council requires the school's office staff to maintain an up-to-date register of employees and volunteers with WWC Clearances, including each person's name, card number and expiry date

### IMPLEMENTATION

- 3.1 School Council requires:
  - that school's office staff check that all persons who require a WWC Clearance have one
  - a copy of each person's WWC Clearance be kept on file at the school and replaced as new WWC Clearances become available
  - that the cost of the WWC Clearances are covered by the which are free to volunteers
  - requires the WWC Clearance to be displayed at all practical times when working or volunteering at school or during school related activities
  - that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members being present, extra-curricular activities such as sporting teams, etc. all have WWC Clearances.
- 3.2 School Council will consider other activities arranged by external providers on a case-by-case basis.

### RELATED POLICIES AND RESOURCES

- [Statement of Values](#)
- [Visitors' Policy](#)
- [Statement of Commitment to Child Safe](#)
- [Child Safe Policy](#)
- [Child Safe Code of Conduct](#)
- [Child Safe Environments Policy](#)

### DEPARTMENT POLICIES:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)

- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	September 2020
Consultation	School Council
Approved by	School Council
Next scheduled review date	September 2022