Donvale Primary School

Working with Children Policy

1 Policy Statement

All schools are required to comply with the Working with Children (WWC) Act 2005. Any person whose duties usually involve work in a school must be deemed suitable in compliance with this Act.

2 Rationale or Purpose

Donvale Primary School must provide a safe environment for all children and ensure compliance of all staff and volunteers employed by DEECD and the school who fall within the guidelines determined by the Working with Children Act.

3 Implementation

The Working with Children Policy will be implemented as follows:

- All teachers must be registered with the Victorian Institute of Teaching (VIT)
- All Donvale Primary School staff registered with the VIT must provide a copy of their current registration renewal and provide it to the Business Manager.
- Any teacher registered with VIT seeking contract or casual employment at DPS must provide a copy of current registration before commencing employment to the Business Manager.
- All Educational Support (ES) staff employed at Donvale Primary School must have a current Working with Children check and provide a copy to the Business Manager.
- Any new ES staff must provide evidence of undertaking a WWC check prior to confirmation of employment and provide a copy to the Business Manager.
- Any volunteer who is a parent and whose child/children would normally participate in an activity with them is exempt from requirements of the Act and therefore does not require a WWC.
- All other volunteers engaged in child-related work at DPS must have undertaken a WWC check and provide a copy to the Business Manager.
- Every employee and volunteer is responsible for renewing VIT registration or WWC check and for its payment if required.

4 Evaluation and Review

This policy is to be reviewed every three years, as required by changes in relevant legislation or following referral by School Council.
5 References

Department of Justice, Victoria, Australia – Working with Children Check

Department of Education and Early Childhood Development

This policy was ratified by School Council on May 2009