	<b>Policy Name:</b>	National Criminal History Record Checks and Working with Children Cards	<b>Date of approval:</b>	2008
	<b>Responsible:</b>	Principal	<b>Review date:</b>	2011

## 1. **Rationale:**


- 1.1 National Criminal History Records Checks (NCHRC) and Working with Children Cards (WWC) assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional and personal conduct.
- 1.2 Any person whose duties usually involve or is likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.

## 2. **Aims:**

- 2.1 To ensure that all employees, and volunteers involved in activities with student contact, are responsible and of sound character and comply with the requirement of the Working Children Act.

## 3. **Implementation:**

- 3.1 In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Department of Education and Early Childhood Development requirement that all new employees, including those applying for transfer or promotion, hold a current satisfactory NCHRC.
- 3.2 School Council requires that volunteers and visitors who participate in programs that have potentially higher levels of student contact than normal must hold a valid Working with Children card. Working with Children cards are free for volunteers and can be used in other circumstances outside of school. Specifically, a WWC will be required for all volunteers involved in:
  - Camps
  - Sleep-overs
  - Canteen roster
  - Any activities in which a volunteer's own child is not involved
  - Any situation in which a volunteer may have unsupervised contact with a child
  - Swimming program teachers and assistants
  - Permanent sports coaches
  - Any other programs that have potentially higher levels of student contact than normal, as determined by the Principal.
- 3.3 Teachers holding current full registration with the VIT are exempt from requiring a Working with Children card.
- 3.4 Those teachers who hold full registration with the Victorian Institute of Teaching with a current NCHRC do not require a new check to be completed upon appointment.
- 3.5 Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- 3.6 Newly employed teachers will be required to organise for a NCHRC through the Victorian Institute of Teaching.
- 3.7 Upon renewal of registration with the VIT, teachers will require a new NCHRC.
- 3.8 All School Council employees are required to have a WWC, the cost of which will be responsibility of the individual.

	<b>Policy Name:</b>	National Criminal History Record Checks and Working with Children Cards	<b>Date of approval:</b>	2008
	<b>Responsible:</b>	Principal	<b>Review date:</b>	2011

- 3.9 In general, parent volunteers whose own children are involved in a particular activity, do not need a WWC card or NCHRC.
- 3.10 Contractors who work at the school on a scheduled basis within school hours for Maintenance, Gardening and Cleaning must hold a current Working with Children Card.
- 3.11 This policy will be published regularly for the information of the community.

#### **4. Evaluation:**

- 4.1 This policy will be reviewed as part of the school's three-year review cycle.

References:

<http://www.eduweb.vic.gov.au/hrweb/employcond/res/crimcheck.htm>  
[http://www.eduweb.vic.gov.au/edulibrary/public/hr/policy/Suitability\\_for\\_employment.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/hr/policy/Suitability_for_employment.pdf)

**Circular S347-2006:** Working with Children Act 2005 and Ministerial Order 193 - Suitability for Employment (Working with Children and Criminal Records Check) Order 2006

**Circular 183-2006:** Criminal Record Checks

**Circular S086-2007:** Working With Children Checks for Outside School Hours Care staff

**Circular S301-2007:** Deadline for Working with Children Checks

**Circular S319-2007:** Working with Children Checks - Additional Information

**Circular S377-2007:** Working with Children Checks - requirements for Specialist Technicians

**Circular S386-2007:** Working with Children Checks