

Tyers Primary School - Volunteer Checks (WWCC) Policy

Purpose of this policy

To ensure the safety and wellbeing of students at Tyers Primary School and ensure volunteers approved to work with children at Tyers Primary School meet legal requirements.

Policy

Tyers Primary School requires all volunteers who assist the school, both on and off-site when students are present to hold a valid and current Working with Children's Check (WWCC).

It is incumbent upon Tyers Primary School to assess and verify the suitability of volunteers who will work with children at our school including requiring all volunteers to provide evidence of their suitability. This evidence is generally a WWCC; however if a volunteer's occupation exempts them from the requirement to also have a WWCC e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWCC, Tyers Primary School may also consider it necessary that a criminal record check is conducted through the Department of Education and Training. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWCC. Tyers Primary School would cover the cost of the criminal record check.

A list of volunteers who hold a valid and current WWCC will be maintained by the Business Manager and provided to all class teachers annually and as updated throughout the year.

Definition

A volunteer school worker is a person who without payment or reward voluntarily engages in:

- school council functions,
- any activity carried out for the welfare of the school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school work,
- any activity carried out for the welfare of the school at the request of the principal/school council,
- providing any assistance in the work of the school
- attending meetings in relation to government schools convened by any organisation which receives government financial support,
- it does not include fundraising activities undertaken outside of school hours, e.g. Tyers Art Festival.

Commencing volunteering

A volunteer cannot commence work at Tyers Primary School until they have a valid and current WWCC issued by the Department of Justice.

Working with Children Check

The WWCC is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis.

To be a volunteer at Tyers Primary School a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years,
- transferable between volunteer organisations,
- free of charge for volunteers, but cannot be used for paid employment,
- Note: WWCC for paid employment can be used to show suitability for volunteer work.

Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Working With Children Check Policy
- Excursion & Camps Policy
- Incursion Policy

Review

School Council and staff will regularly monitor and review the effectiveness of the Volunteer Checks (WWCC) Policy and revise the policy tri-annually or as required by completing a policy review.

Volunteer Checks (WWCC) Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 03/05/2013.