Rationale:

The Working with Children (WWC) check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking). The intent of this procedure is to outline which positions at the school require a WWC check and the process to be followed.

Definitions:

Child: a person who is under the age of 18 years.

Student: any child who is enrolled at the Camperdown College

What is the WWC check?

The WWC check verifies a person’s history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

When is a WWC check required?

A WWC check is required for staff and volunteers that meet all of the following criteria:

- involve direct contact with children and this contact is not directly supervised;
- the contact happens on a regular basis; and
- the position does not qualify for an exemption as listed under the act.

At Camperdown College, a Working with Children Check will be required for all Education Support Staff on central or local payroll, all consultants and contractors regularly engaged by the school (including Student Support Workers, Cleaners and Maintenance Workers), and any parent helpers and volunteers who do not meet the exemption criteria below.

When is a WWC not required?

- teachers who are currently registered with the Victorian Institute of Teaching
- parent volunteers whose child normally participates in that activity (eg parent helpers in the classroom and on sports days)
- people 'closely related' to each child they have contact with, in their activity
- people under the age of 18 years
• 18 or 19-year-old student volunteers whose activity has been organised by the student’s educational institution
• visiting workers who do not usually live and perform 'child-related work' in Victoria
• a sworn Victorian, or Federal Police officer
• some drivers who are currently accredited under the Transport (Compliance and Miscellaneous) Act 1983.

What is the application process?

To apply for a Working with Children (WWC) Check, you need to fill in an application online at https://online.justice.vic.gov.au/wwccu/onlineapplication.doj

In order to fill in the online application, you will need the:
  o full address of every place you have lived in the last five years, and
  o name, address and phone number for each organisation you will be doing paid or volunteer child-related work for. The details for Camperdown College are: PO Box 83 Camperdown, Vic. 3260, ph. 55931617

Once you have completed the online application form you need to print it and lodge it at a participating Australia Post retail outlet.

When you go to a participating Australia Post retail outlet, you need to take:
  o the Application Summary and Receipt that you printed at the end of the online application or the paper form you have filled in
  o a passport-size photo of yourself
  o documents that prove your identity
  o the fee of $102.70 if you are applying for an Employee Check. From 1 July 2014, this fee will increase to $105.90. This fee is not refundable. Volunteer Checks are free.

If you are applying for a Working with Children (WWC) Check from outside Victoria you need to post your application directly to the Victorian Department of Justice.

What if the applicant does not pass the check?

If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake ‘child-related work’ or work at Camperdown College.

When can the candidate commence?

Commencement in the school is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Who pays for the WWC check?
Staff who are required to undergo a WWC check as a condition of working at Camperdown College will not receive reimbursement for the cost from the school. Volunteer checks are free.

Responsibilities

The school will:

- identify all staff, volunteers, consultants and contractors who require a Working with Children check;
- ensure existing staff and volunteers are informed of the requirement to undergo the check;
- ensure prospective staff and volunteers have passed a WWC check before commencement;
- check the card’s validity on the Department of Justice webpage;
- have a photocopy of the WWC card and with details updated on the school register maintained by the Business Manager (if individual is a staff member, copy to be kept on the staff member’s personnel file);
- ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWC check card at all times.

The staff member or volunteer must:

- provide the successful WWC check card prior to commencement at Camperdown College;
- notify the Principal or Business Manager if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence;
- apply for a new WWC check before their card expires.

What is the difference between a WWC Check and a police records check?

A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check. A police records check gives information about a person’s past criminal record and is only valid at the time of issue. The WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.

Resources

Department of Justice WWC website: http://www.workingwithchildren.vic.gov.au

Evaluation:

This procedure will be reviewed every two years or more often if necessary due to changes in circumstances.

This policy was last ratified by School Council in June 2014