

## **STATEMENT**

All Victorian government schools are required to comply with the Department's policy in relation to Working with Children Checks and other suitability checks for all employees (both Department and school council employees). Schools should not have a local policy in relation to Working with Children Checks or other employment suitability checks for employees as the Department's policy (which incorporates legal requirements under Ministerial Orders) must be followed.

## **LOCAL PROCEDURE**

Hume Valley School – Tanderrum Way Campus has developed a local procedure to identify who is responsible for recording each staff member's Working with Children Check information in the register and in CASES21 at the commencement of employment and following up with them when the expiry date is reached.

Hume Valley School – Tanderrum Way Campus will:

- Identify all staff who require a WWCC.
- Ensure existing staff and volunteers are informed of the requirement to undergo the check.
- The Business Manager will confirm the validity of the produced WWC Check to ensure prospective staff and volunteers have passed a WWCC before commencement.
- Check the WWCC card's validity.
- Have a photocopy of the WWCC card and with details updated on the school register (if individual is a staff member, copy to be kept on the staff member's personnel file)
- The register will be placed on the Administration network.
- Ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWCC card at all times.
- Using the EduPay WWCC notification system, the Business Manager notifies staff at least 4 weeks prior to the expiry of their WWCC.
- The Business Manager informs staff as having primary responsibility for checking and processing WWCCs.
- The Business Manager will review the register at the end of each term to ensure the currency of the WWC Checks.

The staff member or volunteer must:

- Provide the successful WWC check card prior to commencement at Hume Valley School.

- Notify the office 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.
- A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check.

## **REFERENCES**

Working with Children Act 2005 (Vic)

## **EVALUATION**

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

<b>Ratified By Hume Valley School Council</b>	April 2020
<b>Review Date:</b>	April 2023