



Kerrimuir Primary School
Policy Manual

Working with Children
Policy

Date: July 2007
Ratified: August
2007
Review:

RATIONALE

Any person whose duties usually involves 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.

AIM

To ensure all staff and volunteers employed by the Department of Education and Kerrimuir Primary School fall within the guidelines determined by the Working With Children Act to ensure school compliance with the Act.

IMPLEMENTATION

- Any staff member registered with the Victorian Institute of Teaching (VIT) is exempt from requiring a Working With Children Check (WWC)
- Any staff member registered with VIT must provide a copy of current registration on renewal.
- Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- Commencing 1/1/2007 all CRT's employed must be registered with VIT.
- All current SSO staff employed to undertake work at Kerrimuir Primary School must have undertaken a Working With Children Check by 31/12/2007.
- All new SSO staff employed must provide evidence of undertaking a Working With Children Check prior to confirmation of employment.
- Any casual staff employed prior to 30/12/2007 only require a Criminal Records Check undertaken within the last 3 years to undertake duties in the school. Should employment continue beyond 31/12/2007 a Working With Children Check or VIT registration is required.
- Volunteer/s who is a parent and whose child/ren would normally participate in the activity is exempt from requirements of the Act and therefore does not require a WWC but must undergo or hold a current Criminal Records Check
- Other volunteers engaged in 'child-related work' must provide a WWC
- All employees and volunteers, current and prospective are responsible for undertaking and paying for the WWC required for employment whether the employment is paid or voluntary.

Presented to School Council Monday 20th August 2007