

### Rationale:

This document outlines the procedures to ensure all support staff have current WWC checks. 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 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.

Murtoa College is knowledgeable about its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that any person working with children do not pose a risk to child safety.

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

Student: any child who is enrolled at the School

**Aims:** to ensure all support staff have current WWC

### Implementation:

#### When is a WWC check required?

A WWC check is required for positions that meet all the following criteria:

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

#### What is the application process?

The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation', candidates should ensure they state Murtoa College

If the applicant passes the check, they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

#### 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 Murtoa 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?**

Candidates who are required to undergo a WWC check as a condition of working at Murtoa College will be able to receive reimbursement for the cost from the College.

### **Responsibilities**

The Business Manager is responsible for ensuring the following Working with Children Check responsibilities are met:

- identify all staff 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 using the Status Check function on [Department of Justice webpage](#);
- have a photocopy of the WWC 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)
- ensure suitable monitoring procedures are in place to ensure staff members always hold a valid WWC check card.

The staff member or volunteer must:

- provide the successful WWC check card prior to commencement at The 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.

### **School Register**

The School will take a copy of each WWCC and it will be filed in the Administration Filing Cabinet. The Business Manager will be responsible for maintaining the register of WWCC and will ensure the register is updated at the start of each semester or when new staff needing a WWCC are employed. The register will be available on OneDrive on the Administration computers.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	November 2021
Approved by	Principal
Next scheduled review date	November 2024