

OLIVET CHRISTIAN COLLEGE
G010 WORKING WITH CHILDREN POLICY 1/1

Policy number	G010	Last Approved by Executive	September 2022
Drafted by	Mary-Anne Revell	Scheduled review date	September 2025
Responsible person	Steven Nicholas		

Rationale:

Working with Children record checks of employees and volunteers are compulsory in Victoria and assist in ensuring a safe environment for our students and are critical to maintaining high standards of professional conduct.

Aims:

To ensure all volunteers involved in activities with student contact, are responsible and of sound character.

Implementation:

To maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Victorian Government requirement that all new employees, and volunteers undergo a *WWC check unless exempt under the following list:*

- *A teacher with current registration with VIT*
- *Under the age of 18 years*
- *A sworn police officer who has not been suspended from duty*
- *A visiting worker who does not ordinarily reside and perform child-related work in Victoria*
- *A parent who volunteers for an activity in which his/her own child ordinarily participates*

The WWC check is an ongoing monitored check of records of any criminal convictions for five years before it is due for renewal.

Employees requiring police records checks will be required to organise and pay for the checks themselves.

In accordance with the Child Safety & Wellbeing Policy, all: camps, excursions, sports programs, swimming programs require a risk assessment to ensure all potential risk has been reviewed.

For the purpose of the Act, child-related work needs to be undertaken in one of the following capacities.

- A volunteer
- An employee or an independent contractor
- A minister of religion or person performing duties of a religious vocation
- An officer of a corporate body
- A member of a committee of management (of an incorporated body or association) or partnership.
- A person doing practical training as part of an educational or vocational course excluding the exempted list above

Related Policies

- Child Safety & Wellbeing Policy
- Code of Conduct Employees Volunteers & Tradespersons Policy
- Occupational Health & Safety Policy
- Staff Recruitment Policy
- Employee Reference Check Policy

Evaluation: This policy will be reviewed as part of the three-year review cycle