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|  | Policy Name: | NCHRC and WWC Cards | First approved: | 08-2011 |
| | | | Last approved: | 07-2021 |
| | Responsible: | Principal | Review date: | 07-2024 |

1. **Rationale:**

- 1.1 National Criminal History Records Checks (NCHRC) and Working with Children Cards (WWC) assist in ensuring a safe environment for our students and are critical to maintaining high standards of professional and personal conduct.
- 1.2 Any person whose duties usually involve or are 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 and the requirements of the Child Safe Standards.

2. **Aims:**

- 2.1 To ensure that all employees and all volunteers involved in activities with any student **direct contact* are responsible and of sound character and comply with the requirements of the Working Children Act and the Child Safe Standards.
- 2.2 To ensure that the school, in its employment and personnel practices, complies with the Child Safe Standards and Ministerial Order no 870.
- 2.3 To ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect.


3. **Implementation:**

Volunteers

- 3.1 School Council requires that ****volunteers** and visitors who have student contact must hold a valid Working with Children card. Working with Children cards are free for volunteers and can be used in other circumstances outside of school. Each organisation for which the WWC is used, including the school, **MUST** be nominated by the card holder.
- 3.2 To be a ****volunteer** at a school, a *valid* Working with Children Card provided by the Department of Justice and nominating the school is required. This card is:
 - valid for 5 years
 - transferable between nominated volunteer organisations
 - free of charge for volunteers, but cannot be used for paid employment.
- 3.3 WWC Checks for paid employment can be used to show suitability for volunteer work.

Parents or immediate relatives


- 3.4 A parent, or immediate relative, who volunteers at their child’s school as part of an activity or event in which their child is a participant is not required by law to hold a Working with Children Check card.

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- 3.5 School Council requires that parents and relatives who participate in programs that have potentially higher levels of student contact than normal must hold a valid Working with Children card.
- 3.6 Specifically, a WWC will be required for of parents involved in:
- Camps
 - Sleep-overs
 - Any activities in which a parent's own child is not involved
 - Any situation in which a parent may have unsupervised contact with a child
 - Swimming program teachers and assistants
 - Permanent sports coaches
 - Any other programs that have potentially higher levels of student contact than normal, as determined by the Principal.

Teachers and other employees

- 3.7 In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Department of Education and Training requirement that all new employees, including those applying for transfer or promotion, hold a current satisfactory NCHRC.
- 3.8 Teachers holding current full registration with the VIT are exempt from requiring a Working with Children card as long as their VIT card includes a current NCHRC.
- 3.9 Those teachers who hold full registration with the Victorian Institute of Teaching with a current NCHRC do not require a new check to be completed upon appointment.
- 3.10 Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- 3.11 Newly employed teachers will be required to organise a NCHRC through the Victorian Institute of Teaching.
- 3.12 Upon renewal of registration with the VIT, teachers will require a new NCHRC.
- 3.13 All School Council employees, Education support staff and other employees are required to have a WWC, the cost of which will be responsibility of the individual.
- 3.14 A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.
- 3.15 Contractors who work at the school on a scheduled basis within school hours must hold a current and valid Working with Children Card.
- 3.16 Lyndhurst Primary School will make two copies of the WWC Card. An electronic form will be kept in the Administration files. A hard copy will be kept in the WWC Card folder.

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4. **Evaluation:**

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

References:

DET guidelines to the new requirements for Working with Children checks

[https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/news/detail/1116/changes_to_the_working_with_children_act_\(2005\)](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/news/detail/1116/changes_to_the_working_with_children_act_(2005))

Volunteers in schools

<https://www2.education.vic.gov.au/pal/volunteers/policy>

Suitability for Employment Checks

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Suitability for Employment Policy (PDF - 322Kb)

Circular S053-2011 Working with Children (WWC) Check – Renewal Process

<https://edugate.eduweb.vic.gov.au/newsevents/schoolbull/Pages/S053-2011.aspx>

Circular C364-2011 New Price Structure for Criminal Record Checks

<https://edugate.eduweb.vic.gov.au/newsevents/corpmail/Pages/C364-2011.aspx>

Ministerial Order No 870

<http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf>

Child Safe Standards - DET

<http://www.education.vic.gov.au/childhood/providers/health/Pages/childsafes.aspx>

WWC Check applications can be made online at workingwithchildren.vic.gov.au.

Australia Post has more than 400 outlets processing WWC Check identity verifications across Victoria.

Individuals can also contact the WWC Check Customer Support Line on 1300 652 879 (local call charge) for further information.

*** A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward.*

** The definition of direct contact now includes oral, written or electronic communication as well as face-to-face and physical contact.*