

419 WORKING WITH CHILDREN CHECKS

Adopted 2015 Review in 2019

PURPOSE

The purpose of this policy is to ensure that all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

Working with Children Checks are now required for all school employees and some volunteers. This process ensures a safe environment for our students, and is critical to maintaining high standards of professional conduct.

IMPLEMENTATION

- It is a DE&T requirement that all new employees undergo a satisfactory *Working with Children Check*.
- *Working with Children Checks* have a 'life span' of 3 years. Employees seeking re-employment, transfer or promotion after that date will require a new check. Those seeking re-employment, transfer or promotion within the 3 years are required to present the original clearance as well as sign a Statutory Declaration indicating any proven or pending criminal offences since the applicant obtained a *Working with Children Check*.
- Employees requiring *Working with Children Checks* will be required to organise and pay for the checks themselves.
- School Council also requires that volunteers, who assist in programs that have potentially higher levels of student contact than normal, (e.g. camps, sleep-overs, sporting team coach) will also undergo a satisfactory *Working with Children Check*. The principal will decide which other groups of volunteers require *Working with Children Checks*. Checks of volunteers will be organised, coordinated and paid for by the school.
- Volunteers will be notified of the reasons for the *Working with Children Check*.

EVALUATION

Policy to be reviewed as part of the school's four-year review process in 2019 or if legislative or other changes require in the interim.

RELATED POLICIES AND DOCUMENTS

This policy should be considered in consultation with the following other policies and documents:

Number	Name
304	Volunteers
307	Visitors
216	Camps, Incursions and Excursions