



## **Our Lady of Mount Carmel School** **Working With Children Check Policy**

### **Rationale:**

As of the 1st July 2008, all schools are required to comply with the *Working With Children Act 2005*, and ensure that any person involved in a volunteer or paid role within the school have a valid Working With Children Check.

### **Aims:**

- To ensure children who attend Our Lady of Mount Carmel Primary School are protected from being exposed to anyone who can put them in danger
- To ensure all people engaged in 'child related work' with our students and who are required to have a Working With Children Check, do so
- To ensure that our school complies with the relevant Acts and laws
- To provide an environment that is safe

### **Implementation:**

As of 1 January 2008, all workers involved in 'child related work' must undergo a Working With Children Check prior to commencing work. Those who are required to undergo a check are included in the following definitions:

- People are considered to be performing 'child related work' if they volunteer or work at a school or in school related activities, and they volunteer or so this work on a regular basis, and they have direct contact with children under 18 years of age which is unsupervised, and they do not qualify for an exemption
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies Working With Children Check requirements, and are therefore exempt
- Parents who volunteer on a consistent basis in relation to an activity in which his or her child participates (e.g. Parent Helpers Program)
- Parents assisting with excursions

- A Working With Children Check must be carried out before an employee or volunteer is able to commence working or assisting at Our Lady of Mount Carmel Primary School
- All people required to have a Working With Children Check are issued a Working With Children Check card which must be presented to the school.
- The principal will ensure a record of volunteers and staff with up to date Working With Children Check is maintained
- The principal will ensure that all volunteers directly involved (but not limited to) school camps, excursions, extra-curricular activities such as school sporting teams, etc. have Working With Children Check
- The principal will consider other activities such as incursions on a case-by-case basis

**Evaluation:**

This policy was reviewed in 2017 and due for re-evaluation in 2020 in line with School Improvement Plan