



VOLUNTEERS, VISITORS & SCHOOL BASED EMPLOYEES POLICY



Rationale:

The school has a long tradition of having volunteers help within the school. The success of many Wandin Yallock Primary School learning programs, activities, excursions and school camps etc., is dependent upon the assistance of volunteer parents, community members and other visitors to the school. The interests and abilities of volunteers add significantly to the human resources available to our school, therefore providing our students with a wider range of interactions, opportunities and experiences. Likewise, the appointment of school based employees adds to the educational opportunities and experiences available to our students.

Aims:

- To minimise the risk of harm to students by requiring staff and volunteers of Wandin Yallock PS to provide evidence that they have appropriate approvals to work with children in accordance with legislation and Department policy.

Implementation:

- It is the responsibility of the principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the principal must be satisfied that the person meets the required Suitability for Employment Checks. See **Suitability for Employment Policy**:
http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf
- To maintain high standards of conduct and professionalism in our school, the School will ensure that the Department's procedures for criminal record checks are implemented.
<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>
- The School will adhere to the Department procedures for the conduct of criminal records checks for all school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWC Checks to meet the Department's pre-employment suitability for employment requirements.
- The Working with Children Check (WWCC) is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis. It checks for serious sexual, violent and drug-related offences as well as disciplinary findings of professional agencies such as the Victorian Institute of Teaching.
- WWC Checks are required by all volunteers and non DET employees who will be working with students for school activities whether or not supervised by a teacher and whether or not the activity is on school grounds or during school hours.
- A volunteer can commence work in the School when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice and have otherwise been considered by the school to be suitable.
- A copy of the staff member or volunteer's WWC Check will be kept on the file at the school. The school will apply privacy principles when collecting, using, retaining or disposing of personal or health information in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

- The school will implement procedures to ensure staff members and volunteers hold a valid WWC Check card; at a minimum annually at the commencement of the school year.
- It is the responsibility of the staff member or volunteer to:
 - provide the School with the successful WWC Check card prior to commencement
 - notify the principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWC Check has been suspended.
 - apply for a new WWC Check before their card expires.
- Parents and closely related family members volunteering in an activity in which their child participates or normally participates, are exempt from needing a WWC Check. “Closely related family member” means: parent, spouse or domestic partner, step-parent, mother-in-law or father-in-law, grandparent, uncle or aunt, brother or sister.
- The School reserves the right to require a WWC Check even if the individual is eligible for an exemption under the Working with Children Act, if the principal considers it necessary in the circumstances. The exempt categories are available at : [Working with Children Check – Exemptions](#)
- Registered teachers or teachers who have permission to teach from the Victorian Institute of Teaching under Part 2.6 of the *Education and Training Reform Act 2006* are exempt from requiring a WWC Check.

Evaluation:

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

This policy was last ratified by Wandin Yallock Primary School Council in **JULY 2015**