



Broadford Primary School

WORKING WITH CHILDREN CHECKS POLICY

RATIONALE:

The Department of Education and Training and School Council have a responsibility to ensure the safety of all children and employees and maintaining high standards of professional conduct from employees and volunteers. In meeting these responsibilities the Department and School Council must be satisfied that only those employees and volunteers who meet the highest standards of probity and suitability are employed. Verification of a criminal record is achieved by ensuring the employment of new school-based employees proceeds in accordance with legislative obligations pursuant to the *Working with Children Act 2005*.

AIMS:

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students and who are required to have 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:

- One is considered to be performing 'child related work' if they work or volunteer at a school or school related activities, and they volunteer or do this work on a regular basis; have direct contact, including oral, written or electronic communication with children under 18 years of age and do not qualify for an exemption
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies the Working with Children check requirements, and are therefore exempt.
- Parents who volunteer in relation to an activity in which his or her child ordinarily participates (eg: classroom reading) are also exempt. If the same parent volunteers in a class or activity that his or her child does not ordinarily participate in, then a check is required.
- Regular volunteers should complete the Confidential Volunteer Personal Details form. **See Appendix A**
- All people required to have Working with Children check are issued a WWC Check Card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities.
- Regular contractors in the school (eg. cleaners and regularly used trades people) must present their WWC Card at the office.

- School Council will maintain a record of volunteers with up to date WWC checks.
- School Council requires that all volunteers directly involved in parent club, school camps, excursions, sleepovers, teaching of swimming lessons, transport of students with or without staff members present, extra-curricular activities such as school sporting teams etc all have Working with Children checks.
- Casual Relief teachers must be registered with V.I.T. The school must check the currency of CRT's registration.
- The universities ensure that teaching candidates have Working with Children checks.
- Religious Instruction Volunteers who are registered with the appropriate Religious Instruction Board include 'Working with Children' checks.

EXEMPTIONS

- There are exemptions from the Act including: people under 18 years of age, sworn police officers, teachers currently registered with the Victorian Institute of Teaching (VIT), and visiting workers who do not ordinarily reside and perform child-related work in Victoria. (see Volunteers Policy)

Further information relevant to a Working with Children checks can be found at the Department of Justice's internet site at www.justice.vic.gov.au/workingwithchildren.

RELATED POLICIES

- Visitors To School Policy
- Child Safe Policy

RELATED FORMS see Appendix A & B

- Child Safe Code of Conduct
- Confidential Volunteer Details & Privacy

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

Date Implemented	November 2016
Author	
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed (changes effective 1 Aug 17)	August 2017
Responsible for Review	Principal
Next Review Date	November 2019

Appendix A - Volunteer Confidential Details and Privacy Statement



BROADFORD PRIMARY SCHOOL 1125

CONFIDENTIAL VOLUNTEER PERSONAL DETAILS

Surname

	Title (Mr/Mrs/Ms/Dr)	
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Given Names

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WWCC NUMBER

--	--

Address

.....
..... Postcode

Home Telephone No.

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Mobile No.

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Car Registration No

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Sex (M/F)

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Emergency Details - 1

Contact Name

	Relationship	
--	--------------	--

Address

.....
..... Postcode

Emergency Telephone No

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Copy card here. –

Place this sheet in bypass tray face down this end closest to you.
Place WWCC on the Copier face down closest to you.



Volunteers and privacy in the school community

As a volunteer you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

For example, schools may collect and display student health information in a secured staff room to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purposes.

What do I need to do as a volunteer?

- **Ensure that you have only that personal information required to undertake your role as a volunteer.**
 - Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
- Ask yourself, is this information relevant to my role or the task I'm going to do?
- **Don't disclose any personal information that you may have accessed in your role as a volunteer.**
 - Only use personal information for the purpose it was disclosed to you in your role as a volunteer.
- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.**
 - If emailing personal information off site place the personal information in a word document and password protect the document. Don't include the password in the email!
 - If taking personal information on a laptop or a memory stick out of school, ensure all documents containing personal information are password protected.
- **If in doubt about the handling of personal information, seek advice from staff.**
 - Individuals can complain to the Department of Education and Early Childhood Development or the Victorian Privacy Commissioner if they feel their privacy has been breached.
 - If you have a question or concern about handling of the personal information in the school, speak to the school or call the Privacy Officer at Department of Education and Early Childhood Development on 9637 3601.

Responsible management of personal information is everyone's business.



*Broadford Primary School
Child Safety - Code of Conduct*

Broadford Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Broadford Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Broadford Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander (ATSI) students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds

- promoting the safety, participation and empowerment of students with a disability reporting any allegations of child abuse or other child safety concerns to the school's leadership
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child - related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

This Code of Conduct was endorsed and ratified by the Broadford Primary School School Council on 19 October 2016. A review of this Code of Conduct will occur if there are any legislative or other changes in the interim or no later than December 2019.

I have read, understand and am committed to ensuring the Child Safety Code of Conduct is adhered to.

Name: _____

Signature: _____

Date: _____ **Role:** _____