WORKING WITH CHILDREN LICENCE POLICY

Rationale:

Volunteers add significantly to the human resources available to the school and are encouraged, supported and recognised. As of 1st January 2008, all schools are required to comply with the Working with Children Act 2014. This includes all who are working on behalf of the school, in either a voluntary or a paid capacity and who have the potential to come into unsupervised contact with the students.

Aims:

• To ensure that all volunteers, employees and visitors working at our school are compliant with the Working with Children Act 2014
• To ensure that our school complies with the relevant Acts and Laws
• To provide an environment that is safe for all students

Implementation:

• You are considered to be performing ‘child related work’ if:
  - you work or volunteer at a school or supervise school related activities and
  - you volunteer or do this work on a regular basis
  - you have direct contact with children under 18 years of age which is unsupervised
  - you 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’ licence requirements and are therefore exempt the ‘Working with Children’ licence.
• Volunteers are required to register at the school office upon arrival at the school.
• The school business manager will maintain a register of volunteers with current WWC licences. This register will be updated whenever a new licence card is presented. Staff will have access to this register to ensure that only volunteers with current licences work in the school.
• Mary Immaculate School requires that all volunteers directly involved in any school activity, on or off site and including overnight camps, sporting events and excursions have a current WWC licence Card.

Evaluation:

This policy will be reviewed as a part of the school’s review cycle or as required by any changes to the Act or laws. It will also be reviewed should a situation arise that requires earlier consideration.

June 2015