

"The whole of life  
belongs to God."



# St Columba's School

Engaging • Inspiring • Empowering

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## Working With Children Check Policy

### Rationale

St Columba's School is a Child Safe school. Child Safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of abuse, and responding to incidents or allegations of child abuse.

St Columba's School is committed to embedding a culture of no tolerance for child abuse and complying with the prescribed child safe standards, as set out in Ministerial Order No. 870 – Child Safe Standards – Managing the Risk of Child Abuse in Schools.

Compliance with the child safe standards requires anyone working with, or volunteering with, children being required to undergo criminal record checks for serious sex, violence and drug offences, and the Department of Justice giving consideration to any relevant findings from professional disciplinary bodies. All employees, self-employed persons and volunteers who have direct contact with children are required to have a valid Working With Children Check (WWCC).

### Purpose

1. To ensure children who attend St Columba's School are protected from involvement with people issued with an interim or negative Working With Children check notice;
2. To ensure all people engaged in 'child related work' with our students, and who are required by law, have a valid/positive Working With Children Check notice;
3. To ensure that St Columba's School complies with the relevant Acts and laws related to Child Safety;
4. To provide an environment that is safe for students at St Columba's School.

### Definition

Those who are required to undergo a check are included in the following definition: -

*People are 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, and they have direct contact with children under 18 years of age which is **unsupervised**.*

### Implementation

1. The Principal will ensure that all volunteers, employees or self-employed persons directly involved in, but not limited to, school camps, excursions, incursions, sporting or performing arts events, sleepovers, teaching or transport of children have current and valid Working With Children Checks (WWCC)
2. A WWCC will be carried out before an employee, volunteer, etc. is able to commence working or assisting at St Columba's School
3. All people who require a WWCC will provide the school office with a copy of their card

4. People who have presented their WWCC card will have their details recorded on the school's electronic register and a photocopy of their card will be kept in a folder in the school office. It is the responsibility of the school's secretary to ensure that the details on the register are up to date
5. The Principal will conduct an annual audit of non-teaching employees to ensure their WWCC is still current and valid
6. All communication from the school asking for volunteers will include the following statement: All volunteers wanting to participate in any school activity will have a valid, current Working With Children Check and present this to the school office for registration
7. School staff will consult the WWCC register before engaging volunteers, etc. in any school activity and ensure that only persons registered are permitted to be engaged with the activity
8. The St Columba's School Child Protection Officer will ensure that the school community is aware of its obligations and responsibilities in relation to Ministerial Order No. 870 – Child Safe Standards – Managing the Risk of Child Abuse in Schools

### **Resources / Supporting Documents**

CECV Guidelines on the Employment of Staff in Catholic Schools

CECV Guidelines on the Engagement of Volunteers in Catholic Schools

<b>VRQA</b>	
<b>Child Safe Standards</b>	
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