

Working with Children Policy

Overview

Persons engaged in child related work are required under the Working with Children Act (2005) to have a Working with Children Check (WWCC), unless they fall within one of the exemptions defined in the Act.

Bayview College supports the need to keep its students safe, when in its care and requires all its non-VIT registered Staff, Contractors and Volunteers (including Board members) to maintain a WWCC.

Teachers

Teachers who hold a current VIT registration are exempt from being required to obtain a WWCC.

Contractors & Volunteers

The College requires Contractors & Volunteers who perform work or assist on a regular basis to obtain a WWCC. Irregular Contractors & Volunteers must be always supervised by a Staff Member during their visit.

Student Volunteers

Students who are 18 or 19 years of age are exempt from the WWCC for volunteer work organised by or held at the College.

Procedure

Principal's Approval

The College is appreciative of those willing to provide voluntary assistance in its school operations, however all Volunteers are required to meet with the Principal prior to being approved to assist. Staff may recommend a Volunteer to the Principal but hold no authority to approve a Volunteer.

WWCC Register

The Business Manager maintains an electronic WWCC register of all Staff, Contractors and Volunteers. A hard copy of each WWCC card is stored to support the WWCC register. The WWCC register will record the Card Holder's Name, WWCC number and Expiry date.

All non-VIT registered Staff, regular Contractors & approved Volunteers are required to provide the Business Manager with a copy of their WWCC card to be included in the WWCC register.

The WWCC register is reviewed on a regular basis to ensure all Staff, Contractors and Volunteers status are current. Any non-current WWCC's are immediately followed up and measures are put in place to ensure student safety and compliance with the

Act is maintained. It is the responsibility of the Staff member, Contractor or Volunteer to renew their WWCC before their card expires or reapply for a WWCC if their card expires.

Staff Appointments

It is a condition of all employment contracts that VIT registration or WWCC is maintained. Staff members are required to provide proof of their VIT (including Provisional registration) or WWCC card upon commencement of their employment.

Contractors & Volunteers

All visitors (including Contractors & Volunteers) are required to report to Reception upon entering the College to sign in. A Staff member will greet and accompany them to their intended destination. Regular visitors, who have previously provided proof of their WWCC, may be left unsupervised to perform their work. All other visitors are always supervised until they can provide proof of their WWCC. Student Volunteers are always supervised, regardless of their WWCC status.

Parents, Guardians, and other Family Members

The same rules that apply Contractors & Volunteers above, apply to Parents, Guardians, and other Family Members.

School Productions, Camps, Sports & Excursions

On occasion, Contractors and/or Volunteers, are sought to assist with the running of School Productions, Camps, Sporting events or Excursions. These events are all planned in advance, and the College requires each Contractor or Volunteer to obtain a WWCC prior to the event. If proof of WWCC is not provided, supervision must be always maintained and participation in the event is subject to the Principal's approval.

Policy & Procedure Review

This Policy & Procedure is reviewed annually or more frequently if there are changes to legislation.