Procedures Policy

Bayridge Special Development Working with Children’s Check
ensure prospective staff and volunteers have passed a WWCC check before commencement.

- ensure existing staff and volunteers are informed of the requirement to undergo the check.
- identify all staff who require a Working with Children check.

The School must:

Responsibilities from the School:

Candidates who are required to undergo a WWCC check as a condition of working in the School will not be able to receive reimbursement for the cost.

Who pays for the WWCC check?

The Principal:

Commitment in the School is conditional upon receipt of a successful Assessment Notice of WWCC check card. Any queries should be directed to the Principal:

When can the candidate commence?

Candidates have failed the WWCC Check and cannot undertake child-related work or work in the School, unless they have failed the WWCC Check and cannot undertake child-related work or work in the School.

If the applicant does not pass the check they will be given an interim Notice. The applicant can then make a submission to the Department of Justice for a final decision.

What if the applicant does not pass the check?

Further information about the application process is available on the Department of Justice website.

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWCC check card 2-3 weeks later.

Under the section marked "Details of Organisational, candidates should ensure they state the School.

The candidate must complete a Working with Children Check Application Form. The forms are available online at Australia Post outlets in Victoria.

What is the application process?

The position does not qualify for an exemption as hidden under the act.
School Register

1300 652 879

Further information is available from the Department of Justice, Working with Children (WOC) and Victoria Police website.

Related Documents

Police Records Check Procedure

Related Procedures

A staff member or volunteer is required to undertake a WCC check even if they have already completed a Police Records check.

What is the difference between a WCC Check and a Police Records check?

Apply for a new WCC check before their card expires.

Notify the office if there has been a relevant change in circumstances. For example, if they have been charged or found guilty of a new relevant offence.

Provide the successful WCC check prior to commencement at the School.

The staff member or volunteer must:

- Ensure suitable monitoring procedures are in place to ensure staff members hold a valid WCC check card at all times.
- Have a photocopy of the WCC card and with details updated on the school register (if individual is a staff member, copy to be kept on the child's card, validly on the Department of Justice website).
This policy ratified at School Council meeting 26/5/2014

Principal: Signed 16/6/2014

School Council President: Signed 26/5/14

Certification

The register will be placed on the admin network.

The school will take a copy of each WWC and file in the Personnel folder or in the volunteers file.
FLOWCHART FOR WORKING WITH CHILDREN CHECKS

The Office Manager has primary responsibility for checking and processing WWCs. All Administration staff are also responsible for fully implementing this process in the event of the Office Manager’s absence.

NB: It is mandatory that all volunteers and locally employed staff hold current Working with Children Checks.

Request Working with Children Check (WWC)

Check that the card is current and the photo is of the volunteer/staff. If card is not current, green if card is not current, red

File photocopy alphabetically in WWC folder in office

Photocopy card

WWC Card is provided.

Inform volunteer/staff to bring the WWC to the office when they have received it.

Provide volunteer/staff with an application or direct them to the Post Office to collect a form.

Instruct the volunteer/staff to lodge the completed form at the Post Office.

Does not hold WWC.

Add all the details on the WWC Register.

Copies to be kept in both electronic and hard-copy as per the Staff Registers Policy.