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## WORKING WITH CHILDREN POLICY

### PREAMBLE

Any person whose duties usually involve or are likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.

### 1.0 PURPOSE

- 1.1. To ensure all staff and volunteers employed by the Department of Education and Hampton Park Secondary College fall within the guidelines determined by the Working with Children Act 2005 and Ministerial Order 193 to ensure school compliance with the Act.

### 2.0 IMPLEMENTATION

- 2.1 Any staff member registered with the Victorian Institute of Teaching (VIT) will be exempt from requiring a Working with Children Check (WWC).
- 2.2 Any staff member registered with VIT must provide a copy of current registration on renewal for inclusion in their personal file.
- 2.3 Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing duties.
- 2.4 All current SSO staff employed to undertake work at Hampton Park Secondary College must have undertaken a Working with Children Check by 31/12/2007.

- 2.5 All new SSO staff employed must provide evidence of undertaking a Working with Children Check prior to confirmation of employment.

- 2.6 Any casual staff employed prior to 30/12/2007 requires a Criminal Records Check undertaken within the last 3 years to undertake duties.

- 2.7 Persons employed after 31/12/2007 require a Working with Children Check or VIT registration.

- 2.8 Volunteers who are parents and whose child/ren would normally participate in the activity are exempt from requirements of the Act and do not require a WWC but must undergo or hold a current Criminal Records Check.

- 2.9 Volunteers other than volunteers referred to in 2.7 and are engaged in 'child-related work' must provide a WWC.

- 2.10 All employees and volunteers, current and prospective, will undertake and pay for the WWC required for employment whether the employment is paid or voluntary.

### 3.0 EVALUATION

- 3.1 This policy will undergo minor and major evaluation on a regular cycle.
- 3.2 Both minor and major evaluation will follow the evaluation procedures outlined in the College Evaluation Policy.