



WORKING WITH CHILDREN

POLICY

Rationale:

It is an offence under the *Working with Children Act 2015* (the WWC Act) to engage in child-related work without having applied for a WWC Check.

Implementation:

- Penalties will apply to both the employer and employee if an employee is without a WWC Check.
- Any employee whose duties usually involve or are likely to involve work in a school (other than teachers or principals who WWC is covered by the VIT registration) is considered to be engaged in child-related work as defined in the Act.
- Teachers and principals who are registered with VIT are exempt from the WWC Act and do not require a WWC Check.
- In particular, significant changes have been made to the definition of child-related work. This is now described as “work where the contact with children is direct, unsupervised, and part of a persons duties”.
- Priests are now required to get a WWC Check unless the contact they have with children is only occasional and incidental to their work.
- It is an offence to continue working in a child-related work environment if your WWC Check has expired. A WWC Check can still be renewed anytime during the three month post expiry period.
- The VRQA required that schools have a register of staff with a WWC Check and have procedures for maintaining the register.
- Principals must sight and retain a record of an employee’s WWC Check number, preferably on the Personal Record System (PRS) Principals should also verify the WWC Check presented to them by employees is marked with an E.
- Employees must inform the Department of Justice within 21 days of change, the employee is committing an offence with financial penalties.
- If the school employee (apart from the teacher or principal) does not have a WWC Check, Clause 14 of the VCMEA also applies.

This policy was last reviewed in 2019.

