

## Caulfield Junior College



### Working with Children Check (WWCC)

August 2015

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Caulfield Junior College must establish and implement policies to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check (WWCC); however if a volunteer's occupation exempts them from the requirement to also have a WWCC e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWCC Caulfield Junior College may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWCC. Caulfield Junior College covers the cost of the criminal record check.

#### Definition

A volunteer school worker is a person who without payment or reward voluntarily engages in:

- school council functions
- activities for the welfare of the school at the request of the principal or school council
- school work
- attends state or regional meetings.

#### Commencing volunteering

A volunteer can commence work at Caulfield Junior College when the WWCC has been presented at the office, photocopied and placed on file for the school records.

Caulfield Junior College will communicate this policy to the school community with the expectation all visitors deemed required to hold WWCC will do so by the commencement of Term 4 2015.

#### Working with Children Check

The WWCC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.

To be a volunteer at Caulfield Junior College, a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

For more information see <http://www.workingwithchildren.vic.gov.au/>

#### Evaluation

This policy will be reviewed as part of Caulfield Junior College's three year review process.