



Burwood Heights Primary School and Kindergarten

Educating the whole child

Working with Children Check Protocol

The purpose of the Working with Children Check is to assist in the protection of children from sexual or physical harm, by ensuring that individuals who work with, or care for children, are subject to a screening process. Passing the check is a legal requirement for everyone in Victoria undertaking paid or voluntary child-related work, who do not qualify for an exemption. Whilst the check is beneficial, it does not assess a person's suitability to work with, or care for children in a particular role. Therefore, in conjunction with the check, it is our responsibility to assess individuals' suitability for work, to ensure all children are safe from harm. This protocol is to be used together with the school's induction procedure for new and existing staff, contractors, volunteers and pre-service teachers, and the relevant checklist.

Child-related work involves undertaking paid or volunteer work with children under the age of 18, where there is activity that involves any contact with children. This involves, in-direct contact, such as being on the school grounds whilst children are in attendance. The following details the criteria for those who **MUST** obtain a Working with Children Check:

- You engage, or intend to engage, in child-related work as an employee or volunteer.
- You are an adult working with under 18 year olds.
- You are working in any of the occupational fields listed in the Act. Go to *Occupational fields* at:<http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/occupational+fields/>
- Your work involves direct contact with children - physical, face-to-face, written, oral or electronic.
- Your contact with children is part of your duties and not incidental to your work.
- You are a family member or other person of significance to a child; and the child is or has been placed in out of home care with you under the *Children, Youth and Families Act 2005*.

The following stipulates the criteria for those who **DO NOT** require a Working with Children Check:

- You qualify for an exemption
- You work in an unpaid private/domestic arrangement for family and friends (except if you are a kinship carer)
- You supervise a student in practical training organised by their educational institution
- You take part in an activity with a child in the same way that a child participates. e.g. as other players in a chess team.
- You are a child under the age of 18
- You are a student volunteer who is 18 or 19 years of age
- You are a parent/guardian volunteering in an activity in which your child participates, or normally participates in
- you are a teacher who is *currently* registered with the Victorian Institute of Teaching (VIT),
- you are closely related to each child in your child-related work as you are:
 - a parent, step-parent, mother-in-law or father-in-law
 - a grandparent
 - an uncle or aunt
 - a brother or sister, including half sibling, step sibling, brother-in-law or sister-in-law
 - a spouse or domestic partner
- you are a Victoria Police officer or an Australian Federal Police officer, who has not been suspended or dismissed from duties
- you are an interstate visitor with a Check from your state/territory (can do child-related work for up to 30 days in the same calendar year).

*Ratified by School Council
October 2021*