

	Topic:	Working with Children Check – Visitors and Volunteers		
	CECWA Policy:	No	Corresponding	CECWA Policy
	Policy Area:	Inter-relationships		
	Date Released:	2019		
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	Next Review:	2022		

1 Rationale

The Working with Children (WWC) Check is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as “child-related work” under the Working with Children (Criminal Record Checking) Act 2004 (the WWC Act).

The WWC Check includes a National Police History Check, but is different from a National Police Certificate because it involves the ongoing collection and assessment of information that is relevant to whether a child may be exposed to a risk of harm should a person engage in child-related work.

Education providers have a number of obligations and responsibilities under the WWC Act. Holy Cross College will assess and verify the suitability of visitors and volunteers who will work with children. Unless an exemption applies to a person, a valid WWC Check is the minimum standard for all adults working with children.

2 Definitions

Visitor: visitors to the school are defined as all people entering school grounds during school hours other than staff members, students and parents/guardians acting in their capacity as parents/guardians delivering or collecting children at the start or the end of the school day.

Visitors can include (but are not limited to) the following:

- prospective parents and prospective employees
- those who are addressing a learning or developmental need
- invited speakers e.g. incursion presenters
- sessional instructors
- representatives of community, business and service groups
- local members of parliament
- allied health workers
- business suppliers (e.g. photographers, salespeople, trades people)
- children’s service agencies

Parent: a parent of a child refers to a person who:

- is the mother, father, stepfather, stepmother of the child; or
- at law has responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child; or
- is in a de facto relationship with a person referred to in either of the above; or
- is specified as the child's prospective adoptive parent under the Adoption Act 1994 (WA).

Child-related work: work is 'child-related work' if the usual duties of the work involve, or are likely to involve, contact with a child in connection with any of the categories below unless an exemption applies.

- Contact includes any form of physical contact, oral communication (e.g. telephone) and electronic communication (e.g. email or internet)
- Does not include contact between employers, workplace supervisors or volunteer co-ordinators of children and workers whose fellow workers are children (unless they otherwise engage in child-related work). If a person's only contact with a child is as an employer of a child or as a fellow employee, then that person is not considered to be in child-related work.

3 Procedures

- 3.1 Under the WWC Act, people whose usual duties of work involve (or are likely to involve) contact with a child (under 18) in connection with one or more categories of child-related work are required to have a WWC Check unless an exception applies.

Exemptions

Certain people do not need to have a WWC Check and must not apply for one.

- Unpaid students on placement who are under 18 years of age.
- Parents volunteering in many activities where their child is also involved. This exemption does not apply to parents who are also (paid/unpaid) students on placement at schools where their child is enrolled or those volunteering at overnight camps attended by their child.
- Short term visitors to Western Australia carrying out child-related work during the period of two weeks after their arrival in Western Australia, and for no more than two weeks in any period of 12 months.

- 3.2 Staff members who are organising a visitor to the College (who is not a parent of a child currently enrolled) must complete an application form on Life Support.

- 3.3 When this form is reviewed by the relevant member of Senior Leadership a request for a copy of the visitor's WWC card will be requested where appropriate.

- 3.4 Staff members who are responsible for coordinating regular intervention programmes with external agencies must consult directly with the relevant Deputy Principal/ Assistant Principal regarding times and students involved. These visits will then be added to the external agencies calendar.

- 3.5 The person coordinating the visit/s is responsible for ensuring the visitor has a WWC prior to their arrival and communicating with the Front Office regarding collection of this.
- 3.6 The designated teacher in charge has ultimate responsibility for all students in their care. At law, the Duty of care cannot be delegated, this includes supervision of students who are in the care of external education providers, ancillary staff, parents or trainee teachers. Furthermore, an incursion with an external provider does not absolve supervision duties of the teacher. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- 3.6 Upon arrival, all visitors must sign in through the Front Office. Where required, Front Office staff will take a photocopy of the WWC and provide this to the Business Manager.
- 3.7 A list of registered volunteers is to be updated by the Business Manager. A copy of the register is kept on the Administration Server which can be accessed by authorised staff only.
- 3.8 Members of Senior Leadership are responsible for checking the register for visitors/ volunteers prior to approving visitors to the College. Only people on the register (or a parent) can be invited into the classroom or on excursions.
- 3.9 Expiry dates for all WWC Cards should be checked at the beginning of the school year by the visitor and the College Business Manager.

